



STEELE COUNTY BOARD AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

Steele County's Mission:

Driven to deliver quality services in a respectful and fiscally responsible way.

TUESDAY, NOVEMBER 28, 2023 at 5:00 PM

County Boardroom, Steele County Administration Center

Persons with background material for agenda items are asked to provide them to the Administrator's Office 5 days prior to the meeting date so that the material can be linked to the online agenda. If handouts at the Board meeting are necessary, please bring enough copies for the Board, county staff, the press and the public. Generally, 15 copies should be sufficient.

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda

Public Comment

Those wishing to speak must state their name and address for the record after they are acknowledged by the Board Chair. Each person will be limited to two (2) minutes to make his/her remarks.

Speakers will address all comments to the Board as a whole and not one individual commissioner. The Board may not take action on an item presented during the Public Comment period, unless the item is already on the agenda for action. When appropriate, the Board may refer inquiries and items brought up during the Public Comment period to the County Administrator for follow up.

Correspondence

- 4.

Consent Agenda - *Items listed on the Consent Agenda are considered routine and non-controversial by the County Board. There will be no separate discussion of these items unless requested by a member of the County Board.*

5. Approve November 14, 2023 Board Minutes (pg. 3)
6. Approve November 14, 2023 Board Work Session Minutes (pg. 14)
7. Approve November 16, 2023 Board of Commissioners Planning Session Minutes (pg. 16)
8. Approve Bills (pg. 17)

9. Approve Personnel Report (pg. 46)
10. Adopt a Resolution approving the 2024 Aquatic Invasive Species Prevention Aid Plan (pg. 47)
11. Approve 2024-2025 MPCA County Feedlot Program Delegation Agreement Work Plan (pg. 51)
12. Approve the Contract for Ditch Inspector Services for 2024 with the Soil & Water Conservation District and authorize the Chair to sign (pg. 72)
13. Approve the GIS Enterprise Software Renewal Agreement and authorize the GIS Coordinator to sign (pg. 77)

General

14. Adopt Resolution Approving the 2024-2028 Highway Capital Improvement Plan and Amending the Use of the Transportation Sales Tax (pg. 87)

County Board Work Session – Tuesday, November 28, 2023

15. FTE's for 2024 Budget (pg. 89)
16. Other Action Items

Information Items

17. Land Use & Records Committee Minutes – November 21, 2023 (pg. 90)

Presentations:

Commissioner Reports:

Next Meeting Notices:

Internal Central Services – **Tuesday, December 5th at 8 a.m. in the Boardroom**

Property & Maintenance Committee– **Thursday, December 7th at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, December 12th at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, December 12th at 5 p.m. in the Boardroom**

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Steele County Board of Commissioners. This document does not claim to be complete and is subject to change.

- H. Approve 2024 MRCI Lease Agreement in the amount of \$26,070 and Authorize the Administrator to sign
- I. Approve 2024 – 2025 USICG Contract to perform the County’s actuarial valuation of its Other Post-Employment Benefits plan and Authorize the Cathy Piepho, Interim Finance Director to sign the agreement
- J. Approve the 2024 Non-Represented Employee COLA of 3% and a market adjustment of 2% effective January 1, 2024
- K. Approve Confession of Judgment interest rate at the rate established by the Department of Revenue
- L. Approve 2024 - 2025 PH-DOC Maintenance and Support Agreement and Authorize the Public Health Director to Execute the Agreement
- M. Approve increase for non-contracted inmate housing rates from \$60 to \$65 per day

N. Adopt **Resolution**

PRIORITIZED BRIDGE REPLACEMENT LIST

WHEREAS, Steele County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government, and

WHEREAS, Steele County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years.

BE IT FURTHER RESOLVED, Steele County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

BE IT FURTHER RESOLVED, Steele County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

Full Resolution is on file with the Highway Department.

General Agenda:

Human Resource Director Julie Johnson Read the November Anniversary Report

Name	Position-Dept	Anniv. Date	Yrs. Service
Melissa Trihus	Technical Clerk I – Recorder’s Office	11/02/23	8
Dawn Grunklee	Programs Assistant – Detention Center	11/13/23	16
Drew Meyer	Custodian – Facilities & Fleet Dept.	11/16/23	1
Alexa Wencil	Long Term Care Supervisor – PH	11/21/23	1
Debbie Grems	Office Support Specialist – PH	11/27/23	17

Commissioner Glynn offered the following **Ordinance**, seconded by Commissioner Gnemi

Body Art Ordinance #35 Amendment

The Steele County Board of Commissioners does ordain as follows:

SECTION 1: PURPOSE.

Subdivision 1 Purpose.

This ordinance is enacted to establish standards to protect health, safety and general welfare of the people of Steele County through regulation of the persons owning body art establishments, the individuals performing body art procedures, and the establishments where body art procedures are performed.

Subd. 2 Objectives. The principal objectives of this ordinance are:

- A. To prevent disease transmission; and
- B. To correct and prevent conditions that may adversely affect persons utilizing body art establishments; and
- C. To provide standards for the design, construction, operation, and maintenance of body art establishments.

SECTION 2: GENERAL PROVISIONS.

Subd. 1 Scope. This ordinance shall apply to all individuals performing body art procedures and all body art establishments where tattooing and body piercing are conducted. Individuals performing body art procedures shall obtain a technician license from the Minnesota Department of Health and body art establishments shall obtain a license from the County.

Subd. 2 Prohibitions.

(a) A technician may perform body piercings on an individual under the age of 18 if the individual's parent or legal guardian is present and a consent form and the authorization form under section 8, subdivision 1,

paragraph (b) is signed by the parent or legal guardian in the presence of the technician, and the piercing is not prohibited under paragraph (c) or (d).

(b) No technician shall tattoo any individual under the age of 18 regardless of parental or guardian consent.

(c) No nipple or genital piercing, subdermal implantation, or microdermal shall be performed by any technician on any individual under the age of 18 regardless of parental or guardian consent.

(d) No branding, scarification, suspension, or tongue bifurcation shall be performed by any technician on another individual of any age. (e) No technician shall perform body art procedures on any individual who appears to be under the influence of alcohol, controlled substances as defined in Minnesota Statutes,

chapter 152.01, subdivision 4, or hazardous substances as defined in rules adopted under chapter 182. (f) No technician shall perform body art procedures while under the influence of alcohol, controlled substances as defined under section 152.01, subdivision 4, or hazardous substances as defined in the rules adopted under chapter 182. (g) No technician shall administer anesthetic injections or other medications. (h) No individual shall operate a body art establishment or perform body art procedures as described in this ordinance without a license.

Subd. 3 Jurisdiction. This ordinance shall apply to all body art establishments located in Steele County. This ordinance is not intended to preempt any municipal zoning or health ordinances applicable to body art establishments.

SECTION 3: DEFINITIONS.

Subdivision 1. **Scope.** The terms defined in this section apply to this ordinance.

Subd. 2. **Aftercare.** "Aftercare" means written instructions given to a client, specific to the procedure rendered, on caring for the body art and surrounding area. These instructions must include information on when to seek medical treatment.

Subd. 3. **Antiseptic.** "Antiseptic" means an agent that destroys disease-causing microorganisms on human skin or mucosa.

Subd. 4. **Body art; body art procedures.** "Body art" or "body art procedures" means physical body adornment using, but not limited to, tattooing and body piercing. Body art does not include practices and procedures that are performed by a licensed medical or dental professional if the procedure is within the professional's scope of practice.

Subd. 5. **Body art establishment; establishment.** "Body art establishment" or "establishment" means any structure or venue, whether permanent, temporary, or mobile, where body art is performed. Mobile establishments include vehicle-mounted units, either motorized or trailered, and readily movable without disassembling and where body art procedures are regularly performed in more than one geographic location.

Subd. 6. **Body piercing.** "Body piercing" means the penetration or puncturing of the skin by any method for the purpose of inserting jewelry or other objects in or through the body. Body piercing also includes branding, scarification, suspension, subdermal implantation, microdermal, and tongue bifurcation. Body piercing does not include the piercing of the outer perimeter or the lobe of the ear using a presterilized single-use stud-and-clasp ear-piercing system.

Subd. 7. **Branding.** "Branding" means an indelible mark burned into the skin using instruments of thermal cautery, radio frequency, and strike branding.

Subd. 8. **Commissioner.** "Commissioner" means the commissioner of health.

Subd. 9. **Contaminated waste.** "Contaminated waste" means any liquid or semiliquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semiliquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; and sharps and any wastes containing blood and other potentially infectious materials, as defined in 3 Code of Federal Regulations, title 29, section 1910.1030, known as "Occupational Exposure to Bloodborne Pathogens."

Subd. 10. **County.** "County" means Steele County, its designated employees, or other designated agents.

Subd. 11. **Equipment.** "Equipment" means all machinery, including fixtures, containers, vessels, tools, devices, implements, furniture, display and storage areas, sinks, and all other apparatus and appurtenances used in the operation of a body art establishment.

Subd. 12. **Guest artist.** "Guest artist" means an individual who performs body art procedures according to the requirements under section 6.

Subd. 13. **Hand sink.** "Hand sink" means a sink equipped with potable hot and cold water held under pressure, used for washing hands, wrists, arms, or other portions of the body.

Subd. 14. **Hot water.** "Hot water" means water at a temperature of at least 110 degrees Fahrenheit.

Subd. 15. **Jewelry.** "Jewelry" means any ornament inserted into a pierced area.

Subd. 16. **Liquid chemical germicide.** "Liquid chemical germicide" means a tuberculocidal disinfectant or sanitizer registered with the Environmental Protection Agency.

Subd. 17. **Microdermal.** "Microdermal" means a single-point perforation of any body part other than an earlobe for the purpose of inserting an anchor with a step either protruding from or flush with the skin.

Subd. 18. **Micropigmentation or cosmetic tattooing.** "Micropigmentation or cosmetic tattooing" means the use of tattoos for permanent makeup or to hide or neutralize skin discolorations.

Subd. 19. **Operator.** "Operator" means any person who controls, operates, or manages body art activities at a body art establishment and who is responsible for the establishment's compliance with these regulations, whether or not the person actually performs body art activities.

Subd. 20. **Procedure area.** "Procedure area" means the physical space or room used for conducting body art procedures.

Subd. 21. **Procedure surface.** "Procedure surface" means the surface area of furniture or accessories that may come into contact with the client's clothed or unclothed body during a body art procedure and the area of the client's skin where the body art procedure is to be performed and the surrounding area, or any other associated work area requiring sanitizing.

Subd. 22. **Scarification.** "Scarification" means an indelible mark fixed on the body by the production of scars.

Subd. 23. **Sharps.** "Sharps" means any object, sterile or contaminated, that may purposefully or accidentally cut or penetrate the skin or mucosa including, but not limited to, presterilized single-use needles, scalpel blades, and razor blades.

Subd. 24. **Sharps container.** "Sharps container" means a closed, puncture-resistant, leak-proof container, labeled with the international biohazard symbol, that is used for handling, storage, transportation, and disposal.

Subd. 25. **Single use.** "Single use" means products or items intended for onetime use which are disposed of after use on a client. This definition includes, but is not limited to, cotton swabs or balls, tissues or paper products, paper or plastic cups, gauze and sanitary coverings, disposable razors, piercing needles, tattoo needles, scalpel blades, stencils, ink cups, and protective gloves.

Subd. 26. **Sterilization.** "Sterilization" means a process resulting in the destruction of all forms of microbial life, including highly resistant bacterial spores.

Subd. 27. **Subdermal implantation.** "Subdermal implantation" means the implantation of an object entirely below the dermis.

Subd. 28. **Supervision.** "Supervision" means the physical presence of a technician licensed under state law while a body art procedure is being performed and includes:

(1) "direct supervision" where a licensed technician is physically present in the establishment, and is within five feet and is in the line of sight of the temporary licensee who is performing a body art procedure while the procedure is being performed; and

(2) "indirect supervision" where a licensed technician is physically present in the establishment while a body art procedure is being performed by the temporary licensee.

Subd. 29. **Suspension.** "Suspension" means the suspension of the body from affixed hooks placed through temporary piercings.

Subd. 30. **Tattooing.** "Tattooing" means any method of placing indelible ink or other pigments into or under the skin or mucosa with needles or any other instruments used to puncture the skin, resulting in permanent coloration of the skin or mucosa. Tattooing also includes micropigmentation and cosmetic tattooing.

Subd. 31. **Technician.** "Technician" or "body art technician" means any individual who is licensed under state law as a tattoo technician or as a body piercing technician or as both.

Subd. 32. **Temporary body art establishment.** "Temporary body art establishment" means any place or premise operating at a fixed location where an operator performs body art procedures for no more than 21 days in conjunction with a single event or celebration.

Subd. 33. **Tongue bifurcation.** "Tongue bifurcation" means the cutting of the tongue from the tip to the base, forking at the end.

SECTION 4: ESTABLISHMENT LICENSE PROCEDURES.

Subdivision 1. General.

No person acting individually or jointly with any other person may maintain, own, or operate a body art establishment in Steele County without an establishment license issued by Steele County in accordance with this ordinance, except as permitted under subdivision 8 or 9.

Subd. 2. Requirements and term of license.

(a) Each application for an initial mobile or fixed-site establishment license and for renewal must be submitted to the County on a form provided by the County and accompanied with the applicable fee required under section 11. The application must contain:

(1) the name(s) of the owner(s) and operator(s) of the establishment;

(2) the location of the establishment;

(3) verification of compliance with all applicable local and state codes;

(4) a description of the general nature of the business; and

(5) any other relevant information deemed necessary by the County.

(b) If the information submitted is complete and complies with the requirements of this ordinance, the County shall issue a provisional establishment license. The provisional license is effective until the County determines, after inspection, that the applicant has met the requirements of this ordinance. Upon approval, the County shall issue a body art establishment license.

(c) An establishment license must be renewed every two years.

Subd. 3. Inspection.

(a) The County must inspect an establishment issued a provisional license within one year of the date the license was issued. Thereafter at least one time during each annual licensure period, the County shall conduct an inspection of the body art establishment and a review of any records necessary to ensure that the standards required under this ordinance are met.

(b) The County shall have the authority to enter a premises to make an inspection. Refusal to permit an inspection constitutes valid grounds for licensure denial or revocation.

(c) If the establishment seeking licensure is new construction or if a licensed establishment is remodeling, the establishment must meet all local building and zoning codes.

Subd. 4. **Location restricted.** No person may perform a body art procedure at any location other than a body art establishment licensed under this ordinance except as permitted under subdivisions 8 and 9.

Subd. 5. Transfer of ownership, relocation, and display of license.

(a) A body art establishment license must be issued to a specific person and location and is not transferable. A license must be prominently displayed in a public area of the establishment.

(b) An owner who has purchased a body art establishment licensed under the previous owner must submit an application to license the establishment within two weeks of the date of sale. Notwithstanding subdivision 1, the new owner may continue to operate for 60 days after the sale while waiting for a new license to be issued.

(c) An owner of a licensed body art establishment who is relocating the establishment must submit an application for the new location. The owner may request that the new application become effective at a specified date in the future. If the relocation is not accomplished by the date expected, and the license at the existing location expires, the owner may apply for a temporary event permit to continue to operate at the old location. The owner may apply for no more than four temporary event permits to continue operating at the old location.

Subd. 6. **Establishment information.** The following information must be kept on file for three years on the premises of the establishment and must be made available for inspection upon request by the County:

(1) a description of all body art procedures performed by the establishment;

(2) copies of the spore tests conducted on each sterilizer; and

(3) the following information for each technician or guest artist employed or performing body art procedures in the establishment:

- (i) name;
- (ii) home address;
- (iii) home telephone number;
- (iv) date of birth;
- (v) copy of an identification photo; and
- (vi) license number or guest artist license number.

Subd. 7. **Establishments located in a private residence.** If the body art establishment is located within a private residence, the space where the body art procedures are performed must:

- (1) be completely partitioned off;
- (2) be exclusively used for body art procedures, except for licensed practices under MN Statutes chapter 155A (Cosmetology) which must be performed in compliance with the health and safety standards in this ordinance;
- (3) be separate from the residential living, eating, and bathroom areas;
- (4) have a separate and secure entrance accessible without entering the residential living, eating, and bathroom areas;
- (5) meet the standards of this ordinance; and
- (6) be made available for inspection upon the request of the County.

Subd. 8. **Temporary event permit.**

(a) An applicant for a permit to hold a temporary body art event shall submit an application to the County. The application must be received at least 14 days before the start of the event. The application must include the specific days and hours of operation. An applicant issued a temporary event permit shall comply with the requirements of this ordinance.

(b) Applications received less than 14 days prior to the start of the event may be processed if the County determines it is possible to conduct all required work, including an inspection.

(c) The temporary event permit must be prominently displayed in a public area at the location. The location may be inspected prior to start of event.

(d) The temporary event permit, if approved, is valid for the specified dates and hours listed on the application. No temporary events permit shall be issued for longer than a 21-day period, and may not be extended.

(e) No individual who does not hold a current body art establishment license may be issued a temporary event permit more than four times within the same calendar year.

(f) No individual who has been disciplined for a serious violation of this ordinance within three years preceding the intended start date of a temporary event may be issued a license for a temporary event. Violations that preclude issuance of a temporary event permit include unlicensed practice; practice in an unlicensed location; any of the conditions listed in section 6, subdivision 1, clauses (1) to (8), (12), or (13); section 9, subdivision 3, clauses (4), (5), and (10) to (12); or any other violation that places the health or safety of a client at risk.

Subd. 9. **Exception.**

(a) Any body art establishment located within a county or municipal jurisdiction that has enacted an ordinance that establishes licensure for body art establishments operating within the jurisdiction shall be exempt from this ordinance if the provisions of the ordinance meet or exceed the provisions of this ordinance. Any county or municipal jurisdiction that maintains an ordinance that meets this exception may limit the types of body art procedures that may be performed in body art establishments located within its jurisdiction.

(b) Any individual performing body art procedures in an establishment that meets an exception under this subdivision must be licensed as a body art technician under state law.

Subd. 10. **Licensure precluded.**

(a) The County may choose to deny a body art establishment license to an applicant who has been disciplined for a serious violation under this ordinance. Violations that constitute grounds for denial of license are any of the conditions listed in section 6, subdivision 1, clauses (1) to (8), (12), or (13); section 9, subdivision 3, clauses (4), (5), or (10) to (12); or any other violation that places the health or safety of a client at risk.

(b) In considering whether to grant a license to an applicant who has been disciplined for a violation described in this subdivision, the County shall consider evidence of rehabilitation, including the nature and seriousness of the violation, circumstances relative to the violation, the length of time elapsed since the violation, and evidence that demonstrates that the applicant has maintained safe, ethical, and responsible body art practice since the time of the most recent violation.

Subd. 11. **Penalties.** Any person who violates the provisions of subdivision 1 or who performs body art in an unlicensed location is guilty of a gross misdemeanor.

SECTION 5: LICENSURE FOR BODY ART TECHNICIANS. Subdivision 1. Licensure required.

(a) No individual may perform tattooing unless the individual holds a valid tattoo technician license issued by the commissioner under state law. (b) No individual may perform body piercing unless the individual holds a valid body piercing technician license issued by the commissioner under state law. (c) If an individual performs both tattooing and body piercing, the individual must hold a valid dual body art technician license.

Subd. 2. **Designation.**

(a) No individual may use the title of "tattooist," "tattoo artist," "tattoo technician," "body art practitioner," "body art technician," or other letters, words, or titles in connection with that individual's name which in any way represents that the individual is engaged in the practice of tattooing or authorized to do so, unless the individual is licensed and authorized to perform tattooing under state law.

(b) No individual may use the title "body piercer," "body piercing artist," "body art practitioner," "body art technician," or other letters, words, or titles in connection with that individual's name which in any way represents that the individual is engaged in the practice of body piercing or authorized to do so, unless the individual is licensed and authorized to perform body piercing under state law.

(c) Any representation made to the public by a licensed technician must specify the types of body art procedures the technician is licensed to perform.

SECTION 6: GROUNDS FOR DENIAL OF AN ESTABLISHMENT LICENSE OR EMERGENCY CLOSURE.

Subdivision 1. **General.** If any of the following conditions exist, the owner or operator of a licensed establishment may be ordered by the County to discontinue all operations of a licensed body art establishment or the County may refuse to grant or renew, suspend, or revoke licensure:

- (1) evidence of a sewage backup in an area of the body art establishment where body art activities are conducted;
- (2) lack of potable, plumbed, or hot or cold water to the extent that handwashing or toilet facilities are not operational;
- (3) lack of electricity or gas service to the extent that handwashing, lighting, or toilet facilities are not operational;
- (4) significant damage to the body art establishment due to tornado, fire, flood, or another disaster;
- (5) evidence of an infestation of rodents or other vermin;
- (6) evidence of any individual performing a body art procedure without a license as required under state law;
- (7) evidence of existence of a public health nuisance;
- (8) use of instruments or jewelry that are not sterile;
- (9) failure to maintain required records;
- (10) failure to use gloves as required;
- (11) failure to properly dispose of sharps, blood or body fluids, or items contaminated by blood or body fluids;
- (12) failure to properly report complaints of potential bloodborne pathogen transmission to the County; or
- (13) evidence of a positive spore test on the sterilizer if there is no other working sterilizer with a negative spore test in the establishment.

Subd. 2. **Licensure or reopening requirements.** Prior to license approval or renewal or the reopening of the establishment, the establishment shall submit to the County satisfactory proof that the problem condition causing the need for the licensure action or emergency closure has been corrected or removed by the operator of the establishment. A body art establishment may not reopen without the written approval of the County and a valid establishment license.

SECTION 7: HEALTH AND SAFETY STANDARDS.

Subdivision 1. **Establishment standards.**

- (a) The body art establishment must meet the health and safety standards in this subdivision before a licensed technician may conduct body art procedures at the establishment.
- (b) The procedure area must be separated from any other area that may cause potential contamination of work surfaces.
- (c) For clients requesting privacy, at a minimum, a divider, curtain, or partition must be provided to separate multiple procedure areas.
- (d) All procedure surfaces must be smooth, nonabsorbent, and easily cleanable.
- (e) The establishment must have an accessible hand sink equipped with:
 - (1) liquid hand soap;
 - (2) single-use paper towels or a mechanical hand drier or blower; and
 - (3) a nonporous washable garbage receptacle with a foot-operated lid or with no lid and a removable liner.
- (f) All ceilings in the body art establishment must be in good condition.
- (g) All walls and floors must be free of open holes or cracks and be washable and no carpeting may be in areas used for body art procedures unless the carpeting is entirely covered with a rigid, nonporous, easily cleanable material.
- (h) All facilities within the establishment must be maintained in a clean and sanitary condition and in good working order.
- (i) No animals may be present during a body art procedure, unless the animal is a service animal.

Subd. 2. **Standards for equipment, instruments, and supplies.**

- (a) Equipment, instruments, and supplies must comply with the health and safety standards in this subdivision before a licensed technician may conduct body art procedures.
- (b) Jewelry used as part of a body art procedure must be made of surgical implant-grade stainless steel, solid 14-karat or 18-karat white or yellow gold, niobium, titanium, or platinum, or a dense low-porosity plastic. Use of jewelry that is constructed of wood, bone, or other porous material is prohibited.
- (c) Jewelry used as part of a body art procedure must be free of nicks, scratches, or irregular surfaces and must be properly sterilized before use.
- (d) Reusable instruments must be thoroughly washed to remove all organic matter, rinsed, and sterilized before and after use.
- (e) Needles must be single-use needles and sterilized before use.
- (f) Sterilization must be conducted using steam heat or chemical vapor.
- (g) All sterilization units must be operated according to the manufacturer's specifications.
- (h) At least once a month, but not to exceed 30 days between tests, a spore test must be conducted on each sterilizer used to ensure proper functioning. If a positive spore test result is received, the sterilizer at issue may not be used until a negative result is obtained.
- (i) All inks and other pigments used in a body art procedure must be specifically manufactured for tattoo procedures.
- (j) Immediately before applying a tattoo, the ink needed must be transferred from the ink bottle and placed into single-use paper or plastic cups. Upon completion of the tattoo, the single-use cups and their contents must be discarded.
- (k) All tables, chairs, furniture, or other procedure surfaces that may be exposed to blood or body fluids during the body art procedure must be cleanable and must be sanitized after each client with a liquid chemical germicide.
- (l) Single-use towels or wipes must be provided to the client. These towels must be dispensed in a manner that precludes contamination and disposed of in a nonporous washable garbage receptacle with a foot-operated lid or with no lid and a removal liner.
- (m) All bandages and surgical dressings used must be sterile or bulk-packaged clean and stored in a clean, closed nonporous container.
- (n) All equipment and instruments must be maintained in good working order and in a clean and sanitary condition.

- (o) All instruments and supplies must be stored clean and dry in covered containers.
- (p) Single-use disposable barriers or a chemical germicide must be used on all equipment that cannot be sterilized as part of the procedure as required under this section including, but not limited to, spray bottles, procedure light fixture handles, and tattoo machines.

Subd. 3. Standards for body art procedures.

- (a) All body art procedures must comply with the health and safety standards in this subdivision.
- (b) The skin area subject to a body art procedure must be thoroughly cleaned with soap and water, rinsed thoroughly, and swabbed with an antiseptic solution. Only single-use towels or wipes may be used to clean the skin.
- (c) Whenever it is necessary to shave the skin, a new disposable razor or a stainless steel straight edge must be used. The disposable razor must be discarded after use. The stainless steel straight edge must be thoroughly washed to remove all organic matter and sterilized before use on another client.
- (d) No body art procedure may be performed on any area of the skin where there is an evident infection, irritation, or open wound.
- (e) Single-use nonabsorbent gloves of adequate size and quality to preserve dexterity must be used for touching clients, for handling sterile instruments, or for handling blood or body fluids. Nonlatex gloves must be used with clients or employees who request them or when petroleum products are used. Gloves must be changed if a glove becomes damaged or comes in contact with any nonclean surface or objects or with a third person. At a minimum, gloves must be discarded after the completion of a procedure on a client. Upon leaving the procedure area, hands and wrists must be washed before putting on a clean pair of gloves and after removing a pair of gloves. Protective eyewear and masks may be used as indicated.

Subd. 4. Standards for technicians.

- (a) Technicians must comply with the health and safety standards in this subdivision.
- (b) Technicians must scrub their hands and wrists thoroughly before and after performing a body art procedure, after contact with the client receiving the procedure, and after contact with potentially contaminated materials, after removal of gloves.
- (c) A technician may not smoke, eat, or drink while performing body art procedures.
- (d) A technician may not perform a body art procedure if the technician has any open sores visible or in a location that may come in contact with the client. A technician must utilize personal protective equipment as indicated.

Subd. 5. Contamination standards.

- (a) Infectious waste and sharps must be managed according to MN Statutes chapters 116.76 to 116.83 and must be disposed of by an approved infectious waste hauler at a site permitted to accept the waste, according to Minnesota Rules, parts 7035.9100 to 7035.9150. Sharps ready for disposal must be disposed of in an approved sharps container.
- (b) Contaminated waste that may release liquid blood or body fluids when compressed or that may release dried blood or body fluids when handled must be placed in an approved red bag that is marked with the international biohazard symbol.
- (c) Contaminated waste that does not release liquid blood or body fluids when compressed or handled may be placed in a covered receptacle and disposed of through normal approved disposal methods.
- (d) Storage of contaminated waste on site must not exceed the overflow level of any container.

SECTION 8: PROFESSIONAL STANDARDS.

Subdivision 1. Proof of age.

- (a) A technician shall require proof of age from clients who state they are 18 years of age or older before performing any body art procedure on a client. Proof of age must be established by one of the following methods:
 - (1) a valid driver's license or identification card issued by the state of Minnesota or another state that includes a photograph and date of birth of the individual;
 - (2) a valid military identification card issued by the United States Department of Defense;
 - (3) a valid passport;
 - (4) a resident alien card; or
 - (5) a tribal identification card.
- (b) Before performing any body art procedure, the technician must provide the client with a disclosure and authorization form that indicates whether the client has:
 - (1) diabetes;
 - (2) a history of hemophilia;
 - (3) a history of skin diseases, skin lesions, or skin sensitivities to soap or disinfectants;
 - (4) a history of epilepsy, seizures, fainting, or narcolepsy;
 - (5) any condition that requires the client to take medications such as anticoagulants that thin the blood or interfere with blood clotting; or
 - (6) any other information that would aid the technician in the body art procedure process evaluation.
- (c) The form must include a statement informing the client that the technician shall not perform a body art procedure if the client fails to complete or sign the disclosure and authorization form, and the technician may decline to perform a body art procedure if the client has any identified health conditions.
- (d) The technician shall ask the client to sign and date the disclosure and authorization form confirming that the information listed on the form is accurate.
- (e) Before performing any body art procedure, the technician shall offer and make available to the client personal draping, as appropriate.

Subd. 2. Parent or legal guardian consent; prohibitions.

- (a) A technician may perform body piercings on an individual under the age of 18 if:
 - (1) the individual's parent or legal guardian is present;
 - (2) the individual's parent or legal guardian provides personal identification by using one of the methods described in subdivision 1, paragraph (a), clauses (1) to (5), and provides documentation that reasonably establishes that the individual is the parent or legal guardian of the individual who is seeking the body piercing;
 - (3) the individual seeking the body piercing provides proof of identification by using one of the methods described in subdivision 1, paragraph (a), clauses (1) to (5), a current student identification, or another official source that includes the name and a photograph of the individual;

(4) a consent form and the authorization form under subdivision 1, paragraph (b) is signed by the parent or legal guardian in the presence of the technician; and

(5) the piercing is not prohibited under paragraph (c).

(b) Tattooing an individual under the age of 18 is a gross misdemeanor, regardless of parental or guardian consent.

(c) No nipple or genital piercing, branding, scarification, suspension, subdermal implantation, microdermal, or tongue bifurcation shall be performed by any technician on any individual under the age of 18 regardless of parental or guardian consent.

(d) No technician shall perform body art procedures on any individual who appears to be under the influence of alcohol, controlled substances as defined in MN Statutes chapter 152.01, subdivision 4, or hazardous substances as defined in rules adopted under chapter 182.

(e) No technician shall perform body art procedures while under the influence of alcohol, controlled substances as defined under MN Statutes chapter 152.01, subdivision 4, or hazardous substances as defined in the rules adopted under chapter 182.

(f) No technician shall administer anesthetic injections or other medications.

Subd. 3. **Informed consent.** Before performing a body art procedure, the technician shall obtain from the client a signed and dated informed consent form. The consent form must disclose:

(1) that a tattoo is considered permanent and may only be removed with a surgical procedure and that any effective removal may leave scarring; or

(2) that body piercing may leave scarring.

Subd. 4. **Client record maintenance.** For each client, the body art establishment operator shall maintain proper records of each procedure. The records of the procedure must be kept for three years and must be available for inspection by the County upon request. The record must include the following:

(1) the date of the procedure;

(2) the information on the required picture identification showing the name, age, and current address of the client;

(3) a copy of the authorization form signed and dated by the client required under subdivision 1, paragraph (b);

(4) a description of the body art procedure performed;

(5) the name and license number of the technician performing the procedure;

(6) a copy of the consent form required under subdivision 3; and

(7) if the client is under the age of 18 years, a copy of the consent form signed by the parent or legal guardian as required under subdivision 2.

Subd. 5. **Aftercare.** A technician shall provide each client with verbal and written instructions for the care of the tattooed or pierced site upon the completion of the procedure. The written instructions must advise the client of the difference between normal skin or tissue irritation and infection and to consult a health care professional upon indication of infection of the skin or tissue.

Subd. 6. **State and local public health regulations.** An operator and technician shall comply with all applicable state, county, and municipal requirements regarding public health.

Subd. 7. **Notification.** The operator of the body art establishment shall immediately notify the County and local health authority of any reports they receive of a potential bloodborne pathogen transmission.

SECTION 9: INVESTIGATION AND GROUNDS FOR DISCIPLINARY ACTION. Subdivision 1. **Investigations of complaints.** The County may initiate an investigation upon receiving a signed complaint or other signed written communication that alleges or implies that an individual or establishment has violated this ordinance. According to MN Statutes chapter 214.13, subdivision 6, in the receipt, investigation, and hearing of a complaint that alleges or implies an individual or establishment has violated this ordinance, the County shall follow the procedures in MN Statutes chapter 214.10.

Subd. 2. **Grounds for disciplinary action.** The County may take any of the disciplinary actions listed in subdivision 4 on proof that a technician or an operator of an establishment has:

(1) intentionally submitted false or misleading information to the County;

(2) failed, within 30 days, to provide information in response to a written request by the County;

(3) violated any provision of this ordinance;

(4) failed to perform services with reasonable judgment, skill, or safety due to the use of alcohol or drugs, or other physical or mental impairment;

(5) aided or abetted another person in violating any provision of this ordinance;

(6) been or is being disciplined by another jurisdiction, if any of the grounds for the discipline are the same or substantially equivalent to those under this ordinance;

(7) not cooperated with the County in an investigation conducted according to subdivision 1;

(8) advertised in a manner that is false or misleading;

(9) engaged in conduct likely to deceive, defraud, or harm the public;

(10) demonstrated a willful or careless disregard for the health, welfare, or safety of a client;

(11) obtained money, property, or services from a client through the use of undue influence, harassment, duress, deception, or fraud;

(12) failed to refer a client to a health care professional for medical evaluation or care when appropriate; or

(13) been convicted of a felony-level criminal sexual conduct offense. "Conviction" means a plea of guilty, a verdict of guilty by a jury, or a finding of guilty by a court.

Subd. 3. **Disciplinary actions.** If the County finds that a technician or an operator of an establishment should be disciplined according to subdivision 3, the County may take any one or more of the following actions:

(1) refuse to grant or renew licensure;

(2) suspend licensure for a period not exceeding one year;

(3) revoke licensure;

(4) take any reasonable lesser action against an individual upon proof that the individual has violated this ordinance; or

(5) impose, for each violation, a civil penalty not exceeding \$10,000 that deprives the licensee of any economic advantage gained by the violation and that reimburses the department for costs of the investigation and proceedings resulting in disciplinary action, including the amount paid for services of the Office of Administrative Hearings, the amount paid for services of the Office of the Attorney General, attorney

fees, court reporters, witnesses, reproduction of records, department staff time, and expenses incurred by department staff.

Subd. 4. **Consequences of disciplinary actions.** Upon the suspension or revocation of licensure, the establishment shall cease to:

- (1) perform body art procedures;
- (2) use titles protected under this ordinance; and
- (3) represent to the public that the technician or establishment is licensed by the County.

SECTION 10: COUNTY OR MUNICIPAL REGULATION.

Nothing in this ordinance preempts or supersedes any county or municipal ordinance relating to land use, building and construction requirements, nuisance control, or the licensing of commercial enterprises in general.

SECTION 11: FEES. Subd. 1 Licensing fees.

- (a) The amount of the license fees for body art establishments shall be set by the Steele County Board of Commissioners by resolution.
- (b) The County shall prorate the body art establishment license fee based on the number of months in the licensure period.

SECTION 12: ENFORCEMENT

Any knowing violation of the provisions of this ordinance are a crime punishable by a maximum of 90 days in jail, a \$1,000 fine, or both.

Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Ordinance is on file in the Auditor's office.

Motion by Commissioner Brady, seconded by Commissioner Abbe to deny the property Tax Abatement Request for PID #17-139-0217. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve Independent Contractor Agreement with Laura Ihrke starting November 13, 2023 and authorized the Administrator to sign. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to appoint Laura Ihrke to Interim Auditor starting November 18, 2023 through November 26, 2023. Ayes all.

Open Public Hearing at 5:15 pm

Greg Ilkka spoke regarding the highway capital improvement plan.

Open to public Comment at 5:32 p.m.. Six people made public comment at the meeting and seven comments were received via email that Administrator Scott Golberg read; all of these comments were concerns about the proposed eastside corridor project that is included in the highway capital improvement plan. Commissioners made comments regarding the concerns brought up at the public hearing regarding the eastside corridor. The residents are wanting to make sure their concerns are heard and Commissioners assured those present they are being heard. The Commissioners are waiting for the study to be returned so they know what the impacts are and what is actually feasible. This will allow for additional dialog based on new information the study will provide.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to close the Public Hearing at 6:03 pm. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn award Sheriff Addition and Renovation Contract to JD Driver, LTD in the amount of \$4,284,000.00 and authorize the Facilities and Fleet Director to execute. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady award the Steele County/City of Owatonna LEC Generator Upgrade Contract to low bidder Mohs Contracting, Inc. in an amount of \$163,098.00 and Authorize the Facilities and Fleet Director to execute. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve 2024 Health

Insurance Renewal Rates and Contribution Amounts. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to Set Public Hearing date for the 2024 Fee Schedule for December 26, 2023. Ayes all.

Commissioner Abbe offered the following **Resolution**, seconded by Commissioner Gnemi

**Resolution Adopting Arbitration Award And Negotiated Changes to the
2023 – 2025 Minnesota Public Employees Association
Sheriff’s Department - Essential Jailer Unit Labor Agreement**

WHEREAS, the current Collective Bargaining Agreement between Minnesota Public Employees Association (MNPEA), Sheriff’s Department – Essential Jailer Unit expires effective December 31, 2022; and

WHEREAS, the County has recently negotiated a three (3) year labor agreement with Minnesota Public Employees Association (MNPEA); and

WHEREAS, the proposed agreement is reasonable, fiscally prudent and within current budget parameters;

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners approves the arbitration award and proposed labor agreement effective January 1, 2023 through December 31, 2025 between Steele County and Minnesota Public Employees Association, Sheriff’s Department – Essential Jailer Unit.

Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is on file in the Auditor’s office.

Commissioner Reports:

Commissioner Glynn attended Property and maintenance Committee Meeting, Ag Society meeting, Fair board Meeting and a Public Safety Committee meeting.

Commissioner Brady attended a Human Relations Center, 911 Joint Powers, Rice Lake County Surveyor meeting, Public Safety Meeting, Public Works Meeting, and Eastside corridor meeting.

Commissioner Gnemi attended Drug Court meetings, Cannon River watershed, Property and Maintenance Committee meeting, Work Force, Soil and water conservation, history Center, and a SEMCAC meeting.

Commissioner Abbe attended Rice Steele 911 Joint Powers Board meeting, Rice Lake State Park meeting, Internal Central Services, Veterans Recognition Ceremony at Steele County, Public Works Committee, Dedication of Veterans Memorial.

Commissioner Krueger attended Children’s Mental Health collaborative, South County Health Alliance Finance, South County Health Alliance Joint Powers Board meeting, Rice Lake State Park meeting, Steele County / Ag Society Annual meeting, South County Health Alliance Utilization, Internal Central Services, South County Health Alliance Legislative meeting , Dedication of Veterans Memorial, Veterans Recognition Ceremony at Steele County, Work Force Development, Community Leadership Academy, and MNPrairie Finance Committee.

LISTING OF BILLS
November 14, 2023

7 Rivers Recycling LLC	3,640.72
Advanced Correctional Healthcare Inc	8,583.25
Alcohol Monitoring System Inc	3,607.19
Anderson/James Hurd	2,381.80
Cardinal Health 110 LLC	29,629.73
Central Farm Services	37,411.30
Counties Providing Technology	4,467.00
CRK Properties LLC	6,566.21
Crysteel Truck Equipment Inc	2,356.82
Diverse Construction Services LLC	4,466.00

Gilormini/Rene	2,000.00
I & S Group Inc	21,447.50
L & L Street Rods & Sport Trucks	12,406.82
Lixipol LLC	2,974.64
Mn Dept Of Transportation	3,207.83
Mohs Contracting Inc	80,879.23
Owatonna Police Dept	9,837.45
Piepho/Catherine L	9,650.00
R & K Electric Inc	36,620.69
RDO Equipment Co, Inc.	53,805.07
Rice-Steele 911 Center	12,782.60
Routeware	4,558.92
RT Vision Inc	8,697.91
Sanco Equipment LLC	4,384.49
Short Elliott Hendrickson Inc	16,418.61
Summit Food Services LLC	6,642.04
Thomson Reuters - West	2,798.74
WHKS & Co	11,488.60
Wold Architects and Engineers	24,064.80
11 O Payments less than 2000	44,270.16
Final Total:	572,046.12

Motion by Commissioner Gnemi seconded by Commissioner Glynn, to adjourn to the Call of the Chair at 7:15 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

November 14, 2023

STATE OF MINNESOTA }
COUNTY OF STEELE } ss

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on November 14, 2023, with Commissioners Glynn, Gnemi, Abbe, Krueger, and Brady present. Also present were Interim Finance Director Cathy Piepho, Human Resource Director Julie Johnson, Park and Rec. Director Steve Schroht , Public Health Director Amber Aaseth, IT Director Dave Purscell, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Opened the Public Hearing regarding the Body Art Ordinance #35 Amendment at 4:00 p.m. Amber Aaseth spoke regarding the Amendment. No one from the public was in attendance and there were no public comments. The Board agreed to move item forward to the Board meeting.

Motion by Commissioner Glynn, Seconded by Commissioner Brady to close the Public Hearing at 5:03 p.m. Ayes all.

Julie Johnson spoke regarding a request for Human Resources 2024 additional personnel request. Information was provided to the Commissioners. The Steele County Human Resource (HR) department services three separate entities. The time it takes to service all three entities was discussed. Since HR services MNPrairie, they have 184 employees which would be equivalent to two full time HR staff. MNPrairie was approached about hiring their own human resource department by the HR Director. MNPrairie requested Steele County wait till they have a new director before discussions begin about MNP hiring their own HR Team.

Steve Schroht spoke regarding the Community Center rental fee. The suggestion was between \$250 and \$400. Community Center is currently at \$125 per day. Discussion regarding the amenities available to the Public and the need to carry insurance when renting the facility. A recommendation of \$400 plus a \$150 Deposit will be brought to the December 26th Board meeting for action as part of the annual fee schedule adoption. The contract for renters was reviewed by the County Attorney.

Request for abatement of property tax penalty for parcel 17-139-0217 was discussed. Statute 279.01 was reviewed and applied to this request. Commissioners discussed how it is a tough decision based on the circumstances, but it does not fall under the statutory language to allow an abatement. The Board agreed to take this to vote at the Board meeting.

Drafted Contractor Agreement for the Property Tax and Elections Director with Laura Ihrke, previous Steele County Auditor. By hiring Laura for a period of time, this would provide training and development for the new Director and make sure all deadlines are being met. The Administrator recommends signing the agreement and appoint then to appoint Laura as the Interim Auditor till November

27th when the new PT & E Director starts.

Scott Golberg gave an update on the Finance Director position and the applicant review process. Commissioners agreed to have two Commissioners (Krueger and Abbe) review the semi-finalists with HR and Administration to select the finalists for interviews. All Commissioners will participate in the final interviews in December.

Meeting was adjourned at 4:45 p.m.

CHAIRMAN

ATTEST: _____

DRAFT

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

November 16, 2023

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Strategic Work Session at 8:00 a.m. on November 16, 2023, with Commissioners Glynn, Gnemi, Krueger, and Brady present, Commissioner Abbe was absent. Also present was the County Administrator Scott Golberg.

Commissioners reviewed and discussed the following items:

1. Major actions and highlights of 2023.
2. Proposed changes to the Rules of Order.
3. Proposed 2024 Board meeting schedule.
4. Committee Assignments for 2024 and made a few changes.
5. Citizens Advisory Committee assignments. Commissioner Glynn is recommending eliminating the Park and Recreation Commission. Commissioner Glynn will look for a replacement for Amy Gillis and Commissioner Brady and Glynn will look for a replacement for Tim Nelson.
6. Commissioner salary and per diems for 2024.
7. Organization structure.

Meeting was adjourned at 11:20 a.m.

CHAIRMAN

ATTEST: _____

SBENDORF
11/21/23 10:49AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

Print List in Order By:	2	1 - Fund (Page Break by Fund)	Page Break By:	1	1 - Page Break by Fund
		2 - Department (Totals by Dept)			2 - Page Break by Dept
		3 - Vendor Number			
		4 - Vendor Name			

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

SBENDORF

11/21/23 10:49AM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT				Administration			
	6032	APG Media of Southern Minnesota LLC						
1		10-301-000-0000-6242		4.34	Notice of Public Hearing	13097-1023	Publishing	N
	6032	APG Media of Southern Minnesota LLC		4.34	1 Transactions			
	4710	Interstate Power Systems Inc						
14		10-301-000-0000-6512		948.48	Coolant heater repair	R001204372	Bldg Repair & Maintenance	N
	4710	Interstate Power Systems Inc		948.48	1 Transactions			
	52300	Mn Counties Insurance Trust						
22		10-301-000-0000-6350		1,000.00	Deduct-broken car window	D003301002	Property & Liability Insurance	N
	52300	Mn Counties Insurance Trust		1,000.00	1 Transactions			
	7771	MN Dept of Labor & Industry						
23		10-301-000-0000-6512		30.00	Boiler & pressure vessel	ABR0318058X	Bldg Repair & Maintenance	N
	7771	MN Dept of Labor & Industry		30.00	1 Transactions			
	68420	Plunkett's Pest Control, Inc.						
28		10-301-000-0000-6512		109.62	November pest control	8310376	Bldg Repair & Maintenance	N
	68420	Plunkett's Pest Control, Inc.		109.62	1 Transactions			
301	DEPT Total:			2,092.44	Administration	5 Vendors	5 Transactions	
302	DEPT				Road & Bridge Maintenance Expense			
	5217	Crane Creek Asphalt						
4		10-302-000-0000-6525		226.74	3.31 ton webmix repair CSAH 4	4800010196	CSAH Supplies - Aggregate/Asphalt	N
	5217	Crane Creek Asphalt		226.74	1 Transactions			
	19956	Dobberstein/Allen						
6		10-302-000-0000-6553		120.00	Reimb for crop damage mowing	Reimbuse	Weed Spray & Vegetation Supplies	N
	19956	Dobberstein/Allen		120.00	1 Transactions			
	8317	Kibble Equipment						
15		10-302-000-0000-6340		16,000.00	Rental tractor charges	09619311	Equipment Rental	N
16		10-302-000-0000-6340		12,800.00	Rental tractor charges	09619313	Equipment Rental	N
	8317	Kibble Equipment		28,800.00	2 Transactions			
	8711	Minnesota Paving & Materials						
21		10-302-000-0000-6525		1,740.60	145.05 Class 5 CSAH 9	1800252	CSAH Supplies - Aggregate/Asphalt	N

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10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8711	Minnesota Paving & Materials		1 Transactions			
80073	Shreffler/Lawrence					
31	10-302-000-0000-6537	550.00	Rumble strips CSAH 12	542345	County Contracts	Y
80073	Shreffler/Lawrence	550.00	1 Transactions			
75496	Steele County Auditor					
32	10-302-000-0000-6564	0.60	Prepay ditch assess JD#24 CSAH	09-003-5001	Intergovernmental Expense	N
33	10-302-000-0000-6564	282.09	Prepay ditch assess JD#24 CSAH	17-099-001	Intergovernmental Expense	N
34	10-302-000-0000-6564	49.06	Prepay ditch assess JD#24 Co 4	17-099-001	Intergovernmental Expense	N
35	10-302-000-0000-6564	88.92	Prepay ditch assess JD#24 Co 3	17-099-001	Intergovernmental Expense	N
36	10-302-000-0000-6564	266.76	Prepay ditch assess JD#24 Co 2	17-099-001	Intergovernmental Expense	N
37	10-302-000-0000-6564	266.76	Prepay ditch assess JD#24 Co 2	17-099-001	Intergovernmental Expense	N
38	10-302-000-0000-6564	461.46	Prepay ditch assess JD#24 Co 1	17-099-001	Intergovernmental Expense	N
39	10-302-000-0000-6564	717.48	Prepay ditch assess JD#24 Co 1	17-099-001	Intergovernmental Expense	N
40	10-302-000-0000-6564	68.99	Prepay ditch assess JD#24 Co 1	17-099-001	Intergovernmental Expense	N
41	10-302-000-0000-6564	19.69	Prepay ditch assess JD#24 Co34	8-006-1401	Intergovernmental Expense	N
42	10-302-000-0000-6564	0.67	Prepay ditch assess JD#24	9-001-5001	Intergovernmental Expense	N
43	10-302-000-0000-6564	2.02	Prepay ditch assess JD#24	9-010-5001	Intergovernmental Expense	N
75496	Steele County Auditor	2,224.50	12 Transactions			
8967	Steele Waseca Cooperative Electric					
44	10-302-000-0000-6534	31.49	Maintain st lights, CSAH 12	1094084	Supplies - Signing	N
45	10-302-000-0000-6534	9.51	Maintain st lights, CSAH 1	120426	Supplies - Signing	N
46	10-302-000-0000-6534	9.51	Maintain st lights, CSAH 14	25721	Supplies - Signing	N
47	10-302-000-0000-6534	7.42	Maintain st lights, CSAH 19	25722	Supplies - Signing	N
48	10-302-000-0000-6534	43.91	Maintain st lights, CSAH 6	26898	Supplies - Signing	N
8967	Steele Waseca Cooperative Electric	101.84	5 Transactions			
8701	Valley Asphalt Products Inc					
51	10-302-000-0000-6525	5,360.95	18.02 ton winter mix	15145	CSAH Supplies - Aggregate/Asphalt	N
52	10-302-000-0000-6529	946.05	18.02 ton winter mix	15145	Co Rd Supplies	N
8701	Valley Asphalt Products Inc	6,307.00	2 Transactions			
302	DEPT Total:	40,070.68	Road & Bridge Maintenance Expense	8 Vendors	25 Transactions	
303	DEPT		Construction Expense			
77570	Short Elliott Hendrickson Inc					
30	10-303-000-0000-6260	2,908.04	Prof services 074-023-008	456026	Consultants/Admin Fee	N

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10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 4

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
77570	Short Elliott Hendrickson Inc		2,908.04	1 Transactions		
303	DEPT Total:		2,908.04	Construction Expense	1 Vendors	1 Transactions
304	DEPT			Equipment Maintenance & Shops		
10150	Carquest Auto Parts					
2	10-304-000-0000-6520		5.04	Fuel filter, unit#2123	472737	Machinery/Vehicle Parts N
3	10-304-000-0000-6520		152.09	Battery & core, unit#2198	472949	Machinery/Vehicle Parts N
10150	Carquest Auto Parts		157.13	2 Transactions		
8882	D & M Construction LLC					
5	10-304-000-0000-6520		27.24	Forklift propane, unit#2186	14247	Machinery/Vehicle Parts Y
8882	D & M Construction LLC		27.24	1 Transactions		
5365	Fleet Pride					
11	10-304-000-0000-6520		41.49	Type 24 service chamber, U2151	112461132	Machinery/Vehicle Parts N
12	10-304-000-0000-6520		275.96	Brake shoe & core, unit#2151	112502488	Machinery/Vehicle Parts N
5365	Fleet Pride		317.45	2 Transactions		
51630	Mike's Repair					
18	10-304-000-0000-6252		123.00	Custom labor, unit#2194	103862	Contracted Services Y
17	10-304-000-0000-6520		70.00	Tires, unit#2194	103862	Machinery/Vehicle Parts Y
19	10-304-000-0000-6252		34.00	Custom labor, unit#2152	103890	Contracted Services Y
20	10-304-000-0000-6520		146.00	21-700-12 bush, unit#2152	103890	Machinery/Vehicle Parts Y
51630	Mike's Repair		373.00	4 Transactions		
4097	Nuss Truck & Equipment					
25	10-304-000-0000-6520		649.99	Module & sealing ring, u#2151	PSO0572641	Machinery/Vehicle Parts N
24	10-304-000-0000-6520		125.00	Return module, unit#2151	PSO0572642	Machinery/Vehicle Parts N
26	10-304-000-0000-6252		273.00	Custom labor, unit#2162	SWO0139391	Contracted Services N
27	10-304-000-0000-6520		362.19	Parts for custom labor, U#2162	WO0139391	Machinery/Vehicle Parts N
4097	Nuss Truck & Equipment		1,160.18	4 Transactions		
3743	RDO Equipment Co, Inc.					
29	10-304-000-0000-6520		242.26	Hose & clamp, unit#9903	P3691102	Machinery/Vehicle Parts N
3743	RDO Equipment Co, Inc.		242.26	1 Transactions		
86520	Terminal Supply Company					
49	10-304-000-0000-6511		763.01	Nuts, bolts, washers, screws	81370-00	Maint Shop Supplies & Materials N

SBENDORF

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10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
50	10-304-000-0000-6511		Quick connects	81792-00	Maint Shop Supplies & Materials	N
86520	Terminal Supply Company		2 Transactions			
99500	Ziegler, Inc					
56	10-304-000-0000-6520		Cat Hydro Adv 10W oil	IN001246314	Machinery/Vehicle Parts	N
99500	Ziegler, Inc		1 Transactions			
304	DEPT Total:	3,558.21	Equipment Maintenance & Shops	8 Vendors	17 Transactions	
310	DEPT		Capital Construction			
22460	Erickson Engineering Co LLC					
7	10-310-000-0000-6535	2,802.50	Prof services 074-643-010	16147	Town Bridges	Y
8	10-310-000-0000-6535	88.00	Prof services 074-599-043	16148	Town Bridges	Y
9	10-310-000-0000-6535	1,716.00	Prof services 074-599-040	16149	Town Bridges	Y
10	10-310-000-0000-6535	180.00	Prof services 074-599-041	16150	Town Bridges	Y
22460	Erickson Engineering Co LLC	4,786.50	4 Transactions			
3832	I & S Group Inc					
13	10-310-000-0000-6262	23,632.50	Prof services 074-649-001	98593	Sales Tax Consultants	Y
3832	I & S Group Inc	23,632.50	1 Transactions			
4364	WSB & Associates Inc					
54	10-310-000-0000-6262	22,543.50	Prof services 074-648-007	R01795300018	Sales Tax Consultants	Y
53	10-310-000-0000-6262	9,603.00	Prof services 074-070-008	R0232670003	Sales Tax Consultants	Y
55	10-310-000-0000-6567	8,691.00	Prof services 074-021-006	R1985000020	CRRSAA Construction Projects	Y
4364	WSB & Associates Inc	40,837.50	3 Transactions			
310	DEPT Total:	69,256.50	Capital Construction	3 Vendors	8 Transactions	
10	Fund Total:	117,885.87	Road & Bridge Fund		56 Transactions	
	Final Total:	117,885.87	25 Vendors	56 Transactions		

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	117,885.87	Road & Bridge Fund	
	All Funds	117,885.87	Total	Approved by,
				
				

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Print List in Order By:	2	1 - Fund (Page Break by Fund)	Page Break By:	1	1 - Page Break by Fund
		2 - Department (Totals by Dept)			2 - Page Break by Dept
		3 - Vendor Number			
		4 - Vendor Name			

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT		County Wide			
8412	Barden/Katie					
172	01-003-000-0000-6194	91.89	Recogn/Holiday party flowers	November 2023	Personnel Policy	N
8412	Barden/Katie	91.89	1 Transactions			
9173	Madden Galanter Hansen LLP					
182	01-003-000-0000-6194	45.00	Health ins issue & analysis	11/3/2023	Personnel Policy	Y
183	01-003-000-0000-6194	94.00	Review award & prep email	11/3/2023	Personnel Policy	Y
9173	Madden Galanter Hansen LLP	139.00	2 Transactions			
9825	Nagell Appraisal & Consulting					
43	01-003-000-0000-6194	2,400.00	Appraisal for LEC bldg	31890	Personnel Policy	Y
9825	Nagell Appraisal & Consulting	2,400.00	1 Transactions			
3	DEPT Total:	2,630.89	County Wide	3 Vendors	4 Transactions	
5	DEPT		Board Of Commissioners			
4319	Association Of Mn Counties					
169	01-005-000-0000-6261	35.00	AMC Dist 9 mtg-SGolberg	66472	Conference & Training	N
170	01-005-000-0000-6261	35.00	AMC Dist 9 mtg-RGnemi	66473	Conference & Training	N
171	01-005-000-0000-6261	35.00	AMC Dist 9 mtg-GKrueger	66474	Conference & Training	N
4319	Association Of Mn Counties	105.00	3 Transactions			
8241	Gnemi/Rick A					
206	01-005-000-0000-6331	183.79	Mileage reimb 9/8 - 11/6/23	20231120	Mileage Reimbursement	N
8241	Gnemi/Rick A	183.79	1 Transactions			
5	DEPT Total:	288.79	Board Of Commissioners	2 Vendors	4 Transactions	
31	DEPT		County Administrator			
8975	Minnesota Counties Computer Coop					
109	01-031-000-0000-6410	155.20	Adobe - Admin	2311045	Office Supplies	N
8975	Minnesota Counties Computer Coop	155.20	1 Transactions			
83500	Steele County Highway Dept					
49	01-031-000-0000-6540	25.04	Fuel	2228	Gas & Oil	N
83500	Steele County Highway Dept	25.04	1 Transactions			

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
31	DEPT Total:		180.24	County Administrator	2 Vendors	2 Transactions	
32	DEPT			Human Resources			
	15550 Court Sports And More Inc						
176	01-032-010-0000-6464		500.00	On-the-Move tshirts	1235	General Supplies - Wellness	N
	15550 Court Sports And More Inc		500.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
181	01-032-010-0000-6464		10.34	Veterans thank you cards	4371127	General Supplies - Wellness	N
	37025 Innovative Office Solutions LLC		10.34	1 Transactions			
	8975 Minnesota Counties Computer Coop						
118	01-032-000-0000-6410		310.40	Adobe - HR	2311045	Office Supplies	N
	8975 Minnesota Counties Computer Coop		310.40	1 Transactions			
	9348 Vault Health						
108	01-032-000-0000-6801		183.48	DOT 4th qtr randoms	FL00610870	General Expense	N
	9348 Vault Health		183.48	1 Transactions			
	9633 Vibes						
205	01-032-010-0000-6464		500.00	Cycling class	35	General Supplies - Wellness	Y
	9633 Vibes		500.00	1 Transactions			
32	DEPT Total:		1,504.22	Human Resources	5 Vendors	5 Transactions	
41	DEPT			Auditor			
	8975 Minnesota Counties Computer Coop						
112	01-041-000-0000-6410		232.80	Adobe - Auditor	2311045	Office Supplies	N
	8975 Minnesota Counties Computer Coop		232.80	1 Transactions			
41	DEPT Total:		232.80	Auditor	1 Vendors	1 Transactions	
42	DEPT			Treasurer			
	8975 Minnesota Counties Computer Coop						
125	01-042-000-0000-6410		310.40	Adobe - Treasurer	2311045	Office Supplies	N
	8975 Minnesota Counties Computer Coop		310.40	1 Transactions			
	3032 Star Eagle						

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
48	01-042-000-0000-6242		160.00	2nd half RE taxes 10/5, 10/12	3736	Publishing	N
3032	Star Eagle		160.00	1 Transactions			
42	DEPT Total:		470.40	Treasurer	2 Vendors	2 Transactions	
61	DEPT			Information Technology			
8975	Minnesota Counties Computer Coop						
119	01-061-000-0000-6410		310.40	Adobe - IT	2311045	Office Supplies	N
8975	Minnesota Counties Computer Coop		310.40	1 Transactions			
83500	Steele County Highway Dept						
50	01-061-000-0000-6540		48.11	Fuel	2232	Gas & Oil	N
83500	Steele County Highway Dept		48.11	1 Transactions			
61	DEPT Total:		358.51	Information Technology	2 Vendors	2 Transactions	
62	DEPT			Central Services			
10018	CDW Goverment Inc						
8	01-062-000-0000-6801		664.05	Conf room 40 AV equipment	MT60826	General Expense	N
10018	CDW Goverment Inc		664.05	1 Transactions			
16282	Crosstown Cartage Inc						
177	01-062-000-0000-6801		324.00	Contracted mail services	11/10/2023	General Expense	N
178	01-062-000-0000-6802		150.00	Additional mail services	11/10/2023	Internal Chargeback	N
16282	Crosstown Cartage Inc		474.00	2 Transactions			
18305	Dell Marketing LP						
130	01-062-000-0000-6480		4,937.94	Mobile workstations-GIS,HWY	10709395122	Non-Capitalized Inventory	N
18305	Dell Marketing LP		4,937.94	1 Transactions			
8975	Minnesota Counties Computer Coop						
127	01-062-000-0000-6480		77.60	Adobe - Extras	2311045	Non-Capitalized Inventory	N
8975	Minnesota Counties Computer Coop		77.60	1 Transactions			
9767	UKG Kronos Systems LLC						
105	01-062-000-0000-6301		3,250.39	Oct 2023 HRIS operating cost	12161241	Equip/Software Maint	N
9767	UKG Kronos Systems LLC		3,250.39	1 Transactions			

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
62	DEPT Total:		9,403.98	Central Services	5 Vendors	6 Transactions		
91	DEPT			County Attorney				
	3659 MCAA							
33	01-091-000-0000-6261		325.00	2023 Annual mtg - JForbes	200011024	Conference & Training		N
34	01-091-000-0000-6261		325.00	2023 Annual mtg - CHoush	200011030	Conference & Training		N
35	01-091-000-0000-6261		325.00	2023 Annual mtg - SHamasoor	200011041	Conference & Training		N
36	01-091-000-0000-6261		150.00	2023 Annual mtg - CBurton	200011042	Conference & Training		N
184	01-091-000-0000-6261		325.00	2023 Annual mtg - APulanco	200011061	Conference & Training		N
	3659 MCAA		1,450.00	5 Transactions				
	8975 Minnesota Counties Computer Coop							
111	01-091-000-0000-6410		1,433.20	Adobe - Attorney	2311045	Office Supplies		N
	8975 Minnesota Counties Computer Coop		1,433.20	1 Transactions				
91	DEPT Total:		2,883.20	County Attorney	2 Vendors	6 Transactions		
92	DEPT			Attorney Contingent Exp				
	4883 Skala/Diane							
188	01-092-000-0000-6801		52.50	Various transcripts - July 23	November 2023	General Expense		Y
	4883 Skala/Diane		52.50	1 Transactions				
92	DEPT Total:		52.50	Attorney Contingent Exp	1 Vendors	1 Transactions		
101	DEPT			County Recorder				
	8975 Minnesota Counties Computer Coop							
122	01-101-000-0000-6410		388.00	Adobe - Recorder	2311045	Office Supplies		N
	8975 Minnesota Counties Computer Coop		388.00	1 Transactions				
	83500 Steele County Highway Dept							
51	01-101-000-0000-6540		32.46	Fuel	2227	Gas & Oil		N
	83500 Steele County Highway Dept		32.46	1 Transactions				
101	DEPT Total:		420.46	County Recorder	2 Vendors	2 Transactions		
102	DEPT			Surveyor				
	39600 Jones Haugh & Smith Inc							
26	01-102-000-0000-6801		4,350.00	Min Spr Estate, Village, etc	44842	General Expense		N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
39600	Jones Haugh & Smith Inc		4,350.00	1 Transactions		
102	DEPT Total:		4,350.00	Surveyor	1 Vendors	1 Transactions
103	DEPT			Assessor		
6032	APG Media of Southern Minnesota LLC					
3	01-103-000-0000-6242		3.50	Property tax ad	12944-Ad138739	Publishing N
6032	APG Media of Southern Minnesota LLC		3.50	1 Transactions		
8975	Minnesota Counties Computer Coop					
110	01-103-000-0000-6410		465.60	Adobe - Assessor	2311045	Office Supplies N
8975	Minnesota Counties Computer Coop		465.60	1 Transactions		
83500	Steele County Highway Dept					
136	01-103-000-0000-6540		236.81	Fuel	2231	Gas & Oil N
83500	Steele County Highway Dept		236.81	1 Transactions		
103	DEPT Total:		705.91	Assessor	3 Vendors	3 Transactions
104	DEPT			GIS		
8975	Minnesota Counties Computer Coop					
117	01-104-000-0000-6410		77.60	Adobe - GIS	2311045	Office Supplies N
8975	Minnesota Counties Computer Coop		77.60	1 Transactions		
104	DEPT Total:		77.60	GIS	1 Vendors	1 Transactions
105	DEPT			Planning & Zoning		
8975	Minnesota Counties Computer Coop					
121	01-105-000-0000-6410		310.40	Adobe - P&Z	2311045	Office Supplies N
8975	Minnesota Counties Computer Coop		310.40	1 Transactions		
83500	Steele County Highway Dept					
52	01-105-000-0000-6540		212.12	Fuel	2224	Gas & Oil N
83500	Steele County Highway Dept		212.12	1 Transactions		
105	DEPT Total:		522.52	Planning & Zoning	2 Vendors	2 Transactions

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
111	DEPT				Buildings & Grounds			
	8893	Bell Optical						
4		01-111-000-0000-6408		205.91	Safety glasses - Bjindra	415347508-38417	Uniforms/Uniform Reimbursement	N
	8893	Bell Optical		205.91	1 Transactions			
	8866	Diverse Construction Services LLC						
12		01-111-041-0000-6300		2,236.00	Roof inspection & repair-Hwy	3269-2	Bldg Repairs & Maintenance	N
	8866	Diverse Construction Services LLC		2,236.00	1 Transactions			
	8288	Four Seasons Electric						
15		01-111-040-0000-6300		824.56	Install copier outlets - Admin	13099	Bldg Repairs & Maintenance	N
	8288	Four Seasons Electric		824.56	1 Transactions			
	8521	From the Ground Up LLC						
21		01-111-040-0000-6380		315.00	Pre-treat & ice control	31885	Grounds Maintenance	Y
20		01-111-041-0000-6380		150.00	Pre-treat & ice control	31888	Grounds Maintenance	Y
19		01-111-043-0000-6380		75.00	Ice control	31889	Grounds Maintenance	Y
18		01-111-042-0000-6380		150.00	Pre-treat & ice control	31892	Grounds Maintenance	Y
17		01-111-044-0000-6380		300.00	Pre-treat & ice control	31896	Grounds Maintenance	Y
	8521	From the Ground Up LLC		990.00	5 Transactions			
	36550	IFACS						
23		01-111-040-0000-6300		19.51	Screws & bolts	5324821	Bldg Repairs & Maintenance	N
24		01-111-040-0000-6300		15.02	1/2 x 8 screws & anchors	5325163	Bldg Repairs & Maintenance	N
	36550	IFACS		34.53	2 Transactions			
	41700	Karow/Karen						
29		01-111-000-0000-6331		72.80	130 mi @ .56 - Dec 2021	November 2021	Mileage Reimbursement	N
27		01-111-000-0000-6331		90.16	161 mi @ .56 - Oct 2021	November 2023	Mileage Reimbursement	N
28		01-111-000-0000-6331		78.40	140 mi @ .56 - Nov 2021	November 2023	Mileage Reimbursement	N
	41700	Karow/Karen		241.36	3 Transactions			
	52550	MEI Total Elevator Solutions						
38		01-111-042-0000-6300		1,470.56	Svc call, replace roller guide	1045947	Bldg Repairs & Maintenance	N
	52550	MEI Total Elevator Solutions		1,470.56	1 Transactions			
	8975	Minnesota Counties Computer Coop						
113		01-111-000-0000-6410		77.60	Adobe - Bldg & Grounds	2311045	Office Supplies	N

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
8975	Minnesota Counties Computer Coop		77.60	1 Transactions			
7796	Ripple/Mary						
189	01-111-000-0000-6331		129.69	198 mi x .655 - August 23	November 2023	Mileage Reimbursement	N
190	01-111-000-0000-6331		141.48	216 mi x .655 - September	November 2023	Mileage Reimbursement	N
191	01-111-000-0000-6331		88.42	135 mi x .655 - October	November 2023	Mileage Reimbursement	N
7796	Ripple/Mary		359.59	3 Transactions			
83500	Steele County Highway Dept						
53	01-111-000-0000-6562		270.19	Fuel	2229	Fuel And Gas	N
83500	Steele County Highway Dept		270.19	1 Transactions			
85167	Stewart Sanitation						
62	01-111-041-0000-6300		89.39	Trash/recycling - Annex	814215	Bldg Repairs & Maintenance	N
59	01-111-042-0000-6300		64.27	Trash/recycling - CH	814218	Bldg Repairs & Maintenance	N
60	01-111-043-0000-6300		78.69	Trash/recycling - Attorney	814218	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation		232.35	3 Transactions			
9088	Summit Fire Protection						
101	01-111-044-0000-6300		385.25	Semi-annual inspection-DC	140014123	Bldg Repairs & Maintenance	Y
9088	Summit Fire Protection		385.25	1 Transactions			
111	DEPT Total:		7,327.90	Buildings & Grounds	12 Vendors	23 Transactions	
121	DEPT			Veteran Service			
4212	Bussler Publishing Inc						
7	01-121-751-0000-6820		245.00	Veterans Day ad	36045	Grant Expense	N
4212	Bussler Publishing Inc		245.00	1 Transactions			
8975	Minnesota Counties Computer Coop						
126	01-121-000-0000-6410		155.20	Adobe - Veterans	2311045	Office Supplies	N
8975	Minnesota Counties Computer Coop		155.20	1 Transactions			
83500	Steele County Highway Dept						
137	01-121-000-0000-6540		253.81	Fuel	2226	Gas & Oil	N
83500	Steele County Highway Dept		253.81	1 Transactions			

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
121 DEPT Total:		654.01	Veteran Service	3 Vendors	3 Transactions
201 DEPT			Sheriff		
9292 Faul Psychological					
13 01-201-000-0000-6801		650.00	Pre-employment exam - MT	1735	Misc Expense 6
9292 Faul Psychological		650.00		1 Transactions	
37025 Innovative Office Solutions LLC					
131 01-201-000-0000-6410		17.36	2024 appt book & pens	4373842	Office Supplies N
37025 Innovative Office Solutions LLC		17.36		1 Transactions	
4877 L & L Street Rods & Sport Trucks					
30 01-201-000-0000-6480		5,062.66	New squad equipment - 7412	3861	Non-Capitalized Inventory Y
31 01-201-000-0000-6480		550.00	Remove equipment - 7403	3862	Non-Capitalized Inventory Y
4877 L & L Street Rods & Sport Trucks		5,612.66		2 Transactions	
5487 LexisNexis Risk Data Management					
32 01-201-000-0000-6425		200.00	Searches/reports - Oct 2023	1035910-2023103	Investigation Expense N
5487 LexisNexis Risk Data Management		200.00		1 Transactions	
8975 Minnesota Counties Computer Coop					
124 01-201-000-0000-6410		465.60	Adobe - Sheriff	2311045	Office Supplies N
8975 Minnesota Counties Computer Coop		465.60		1 Transactions	
52513 Mn Dept Of Transportation					
37 01-201-297-0000-6347		300.00	Hayfield tower usage	767093	T-BI Pr Lease Payments N
52513 Mn Dept Of Transportation		300.00		1 Transactions	
18450 Office of MN IT Services					
44 01-201-000-0000-6210		119.42	Sheriff telecom - October 2023	W23100512	Telephone N
18450 Office of MN IT Services		119.42		1 Transactions	
83255 Rice-Steele 911 Center					
135 01-201-000-0000-6304		15.00	Token - RHeinrichs	2023-JT-43	Contracts N
83255 Rice-Steele 911 Center		15.00		1 Transactions	
83500 Steele County Highway Dept					
54 01-201-000-0000-6562		5,825.17	Fuel	2230	Gas & Oil Squads N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
83500	Steele County Highway Dept					
		5,825.17	1 Transactions			
8967	Steele Waseca Cooperative Electric					
58	01-201-000-0000-6345	98.85	Somerset utilites 10/1 - 11/1	76720	Somerset Tower	N
8967	Steele Waseca Cooperative Electric	98.85	1 Transactions			
85300	Streichers Inc					
64	01-201-000-0000-6408	99.98	2 under vest shirts-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
65	01-201-000-0000-6408	94.99	Duty shirt-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
66	01-201-000-0000-6408	8.97	3 flags-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
67	01-201-000-0000-6408	140.00	2 pants-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
68	01-201-000-0000-6408	8.99	Tie clip-on-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
69	01-201-000-0000-6408	15.99	Glove holder-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
70	01-201-000-0000-6408	28.99	Belt keeper-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
71	01-201-000-0000-6408	58.99	Dbl handcuff case-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
72	01-201-000-0000-6408	33.99	Irritant holder-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
73	01-201-000-0000-6408	49.99	Magazine case-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
74	01-201-000-0000-6408	29.98	2 TekLoks-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
75	01-201-000-0000-6408	39.99	Handcuff chain-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
76	01-201-000-0000-6408	42.99	Flashlight case-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
77	01-201-000-0000-6408	33.99	Belt-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
78	01-201-000-0000-6408	5.99	Tie bar-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
79	01-201-000-0000-6408	64.99	Belt equipment-RGehrke	I1634480	Uniforms/Uniform Reimbursement	N
80	01-201-000-0000-6408	11.99	Nameplate-RGehrke	I1634634	Uniforms/Uniform Reimbursement	N
140	01-201-000-0000-6408	99.99	Duty shirt-RHeinrichs	I1662369	Uniforms/Uniform Reimbursement	N
141	01-201-000-0000-6408	2.99	Flag-RHeinrichs	I1662369	Uniforms/Uniform Reimbursement	N
145	01-201-000-0000-6408	1,290.00	Ball panel set-TBrase	I1663430	Uniforms/Uniform Reimbursement	N
146	01-201-000-0000-6408	234.00	2 carriers-TBrase	I1663430	Uniforms/Uniform Reimbursement	N
147	01-201-000-0000-6408	99.00	Trama plate-TBrase	I1663430	Uniforms/Uniform Reimbursement	N
82	01-201-000-0000-6408	70.00	Pants-MTrupe	I1663720	Uniforms/Uniform Reimbursement	N
83	01-201-000-0000-6408	94.99	Duty shirt	I1663720	Uniforms/Uniform Reimbursement	N
84	01-201-000-0000-6408	99.99	Duty shirt	I1663720	Uniforms/Uniform Reimbursement	N
85	01-201-000-0000-6408	5.98	2 flags-MTrupe	I1663720	Uniforms/Uniform Reimbursement	N
86	01-201-000-0000-6408	64.99	Belt-MTrupe	I1663720	Uniforms/Uniform Reimbursement	N
87	01-201-000-0000-6408	26.99	Belt-MTrupe	I1663720	Uniforms/Uniform Reimbursement	N
88	01-201-000-0000-6408	14.99	CRP mask kit-MTrupe	I1663720	Uniforms/Uniform Reimbursement	N
89	01-201-000-0000-6408	59.98	2 Key holders-MTrupe	I1663720	Uniforms/Uniform Reimbursement	N
90	01-201-000-0000-6408	40.99	Cuff holder-MTrupe	I1663720	Uniforms/Uniform Reimbursement	N
91	01-201-000-0000-6408	54.99	Handcuffs-MTrupe	I1663720	Uniforms/Uniform Reimbursement	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
92	01-201-000-0000-6408	43.99	Radio holder - MTrupe	I1663720	Uniforms/Uniform Reimbursement	N
93	01-201-000-0000-6408	141.99	Baton - MTrupe	I1663720	Uniforms/Uniform Reimbursement	N
94	01-201-000-0000-6408	32.99	Mag holder - MTrupe	I1663720	Uniforms/Uniform Reimbursement	N
95	01-201-000-0000-6408	59.99	Shirt - MTrupe	I1663720	Uniforms/Uniform Reimbursement	N
96	01-201-000-0000-6408	17.98	2 ties - MTrupe	I1663720	Uniforms/Uniform Reimbursement	N
97	01-201-000-0000-6408	23.98	2 nameplates - MTrupe	I1663803	Uniforms/Uniform Reimbursement	N
98	01-201-000-0000-6408	117.00	Carrier - JWiste	I1663893	Uniforms/Uniform Reimbursement	N
99	01-201-000-0000-6408	1,230.00	Ball panel set - JWiste	I1663893	Uniforms/Uniform Reimbursement	N
100	01-201-000-0000-6408	99.00	Trauma plate - JWiste	I1663893	Uniforms/Uniform Reimbursement	N
142	01-201-000-0000-6408	234.00	2 carriers - RHeinrichs	I1663895	Uniforms/Uniform Reimbursement	N
143	01-201-000-0000-6408	1,230.00	Ball panel set - RHeinrichs	I1663895	Uniforms/Uniform Reimbursement	N
144	01-201-000-0000-6408	99.00	Trama plate - RHeinrichs	I1663895	Uniforms/Uniform Reimbursement	N
148	01-201-000-0000-6408	276.00	12 commendation bars - LThiele	I1664181	Uniforms/Uniform Reimbursement	N
149	01-201-000-0000-6261	205.47	12 OC 1st defense & shipping	I1664209	Conference & Training	N
81	01-201-000-0000-6408	180.00	2 pants - RHeinrichs	I1664571	Uniforms/Uniform Reimbursement	N
85300	Streichers Inc	7,022.06	47 Transactions			
21215	Strohschein Properties LLC					
150	01-201-000-0000-6346	825.00	Rent - November 2023	11032023	Eds Rent Account	Y
151	01-201-000-0000-6346	41.21	Utilities - October 2023	732571	Eds Rent Account	Y
21215	Strohschein Properties LLC	866.21	2 Transactions			
84035	Tri - M Graphics					
103	01-201-000-0000-6410	110.67	Business cards - MTrupe	102607	Office Supplies	N
84035	Tri - M Graphics	110.67	1 Transactions			
5594	Water Systems Company					
155	01-201-000-0000-6410	11.30	5 gallon refill	614412	Office Supplies	N
5594	Water Systems Company	11.30	1 Transactions			
201	DEPT Total:	21,314.30	Sheriff	14 Vendors	62 Transactions	
208	DEPT		Coroner			
4229	Moore Md/Kellyanna J					
41	01-208-000-0000-6801	3,751.69	Coroner service - November	November 2023	General Expense	6
4229	Moore Md/Kellyanna J	3,751.69	1 Transactions			

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
208	DEPT Total:		3,751.69	Coroner	1 Vendors	1 Transactions	
210	DEPT			Sheriff Posse			
	5594 Water Systems Company						
156	01-210-000-0000-6410		8.95	Monthly fee - November 2023	619491	Office Supplies	N
	5594 Water Systems Company		8.95	1 Transactions			
210	DEPT Total:		8.95	Sheriff Posse	1 Vendors	1 Transactions	
251	DEPT			Jail			
	5750 Bob Barker Company Inc						
173	01-251-000-0000-6418		225.30	Sporks, pencils	1961347	Lock-Up Supplies	N
	5750 Bob Barker Company Inc		225.30	1 Transactions			
	9595 Compicare Occupational Medicine & Urge						
9	01-251-000-0000-6196		330.00	Pre-employment exam - KS, CV	7358	Employee Phys And Exams	6
	9595 Compicare Occupational Medicine & Urge		330.00	1 Transactions			
	3134 Dash Medical Gloves						
129	01-251-000-0000-6451		512.31	Latex gloves	1297408	Operating Supplies	N
	3134 Dash Medical Gloves		512.31	1 Transactions			
	9291 Le Seuer County Sheriff's Office						
133	01-251-000-0000-6439		1,782.50	Inmate boarding - October 2023	371	Prisoner Board	N
	9291 Le Seuer County Sheriff's Office		1,782.50	1 Transactions			
	8975 Minnesota Counties Computer Coop						
123	01-251-000-0000-6410		155.20	Adobe - DC	2311045	Office Supplies	N
	8975 Minnesota Counties Computer Coop		155.20	1 Transactions			
	18450 Office of MN IT Services						
46	01-251-000-0000-6410		91.07	Jail telecom - October 2023	W23100512	Office Supplies	N
	18450 Office of MN IT Services		91.07	1 Transactions			
	4879 Shred Right						
186	01-251-000-0000-6304		40.00	Document shredding	12102	Contract Serv./Bldg Maint	Y
	4879 Shred Right		40.00	1 Transactions			

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
55	83500 Steele County Highway Dept		Fuel	2235	Gas & Oil	N
	01-251-000-0000-6562	595.96				
	83500 Steele County Highway Dept	595.96	1 Transactions			
138	85167 Stewart Sanitation		Waste pickup 11/1-11/30/23	814468	Garbage Disposal	N
	01-251-000-0000-6254	262.86				
	85167 Stewart Sanitation	262.86	1 Transactions			
193	85300 Streichers Inc		Employee uniforms -RKuriger	L1624836	Uniform Allowance	N
	01-251-000-0000-6192	99.99				
192	85300 Streichers Inc		Employee uniforms -RKuriger	L1640302	Uniform Allowance	N
	01-251-000-0000-6192	299.97				
	85300 Streichers Inc	399.96	2 Transactions			
152	8247 Summit Food Services LLC		Inmate meals 10/28 - 11/3/23	INV2000189554	Prisoner Meals	N
	01-251-000-0000-6441	3,361.62				
153	8247 Summit Food Services LLC		Paper supplies	INV2000189554	Operating Supplies	N
	01-251-000-0000-6451	52.00				
203	8247 Summit Food Services LLC		Inmate meals 11/4 - 11/10/23	INV2000190365	Prisoner Meals	N
	01-251-000-0000-6441	3,311.54				
	8247 Summit Food Services LLC	6,725.16	3 Transactions			
204	9162 TGK Automotive of Owatonna		4 tires - license #958580	222546	Vehicle Maintenance	N
	01-251-000-0000-6320	937.12				
	9162 TGK Automotive of Owatonna	937.12	1 Transactions			
104	618 Turnkey Corrections		Indigent fees	8768	Lock-Up Supplies	N
	01-251-000-0000-6418	43.33				
	618 Turnkey Corrections	43.33	1 Transactions			
251	DEPT Total:	12,100.77	Jail	13 Vendors	16 Transactions	
252	DEPT		Community Corrections			
128	4064 Alcohol Monitoring System Inc		SCRAM monitoring fee	294557	Scram Monitoring	N
	01-252-000-0000-6274	2,102.90				
	4064 Alcohol Monitoring System Inc	2,102.90	1 Transactions			
132	6884 Language Line Services Inc		Translator services	11138440	Interpreter Services	Y
	01-252-000-0000-6284	508.20				
	6884 Language Line Services Inc	508.20	1 Transactions			
	5830 Midwest Monitoring & Surveillance					

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
134	01-252-000-0000-6270		708.08	Lab svs & supplies - Oct 2023	DT1023121	Chemical Testing	Y
5830	Midwest Monitoring & Surveillance		708.08	1 Transactions			
8975	Minnesota Counties Computer Coop						
114	01-252-000-0000-6410		310.40	Adobe - Comm Corr	2311045	Office Supplies	N
8975	Minnesota Counties Computer Coop		310.40	1 Transactions			
4241	Motorola Solutions Inc						
42	01-252-000-0000-6801		450.00	Radio chargers	1036631556	General Expense	N
4241	Motorola Solutions Inc		450.00	1 Transactions			
83500	Steele County Highway Dept						
56	01-252-000-0000-6540		204.51	Fuel	2234	Gas & Oil	N
83500	Steele County Highway Dept		204.51	1 Transactions			
252	DEPT Total:		4,284.09	Community Corrections	6 Vendors	6 Transactions	
253	DEPT			Law Enforcement Center			
8866	Diverse Construction Services LLC						
11	01-253-000-0000-6300		1,212.90	Roof inspection & repair-LEC	3269-3	Bldg Repairs & Maintenance	N
8866	Diverse Construction Services LLC		1,212.90	1 Transactions			
8521	From the Ground Up LLC						
22	01-253-000-0000-6300		75.00	Ice control	31910	Bldg Repairs & Maintenance	Y
8521	From the Ground Up LLC		75.00	1 Transactions			
37025	Innovative Office Solutions LLC						
25	01-253-000-0000-6410		41.00	Notary stamp - KTapp	4379967	Office Supplies	N
37025	Innovative Office Solutions LLC		41.00	1 Transactions			
18450	Office of MN IT Services						
45	01-253-000-0000-6211		77.80	LEC telecom - October 2023	W23100512	Radio And Telephone	N
18450	Office of MN IT Services		77.80	1 Transactions			
4879	Shred Right						
47	01-253-000-0000-6254		49.08	Paper shredding	0011712	Garbage Disposal	Y
4879	Shred Right		49.08	1 Transactions			
85167	Stewart Sanitation						

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
139	01-253-000-0000-6254	83.24	Garbage pickup	814470	Garbage Disposal	N
85167	Stewart Sanitation	83.24	1 Transactions			
4368	Waste Management Of Southern Mn					
154	01-253-000-0000-6254	44.73	Recycling	7309953-0491-4	Garbage Disposal	N
4368	Waste Management Of Southern Mn	44.73	1 Transactions			
253	DEPT Total:	1,583.75	Law Enforcement Center	7 Vendors	7 Transactions	
281	DEPT		Emergency Management			
3615	Ancom Technical Center Inc					
2	01-281-000-0000-6421	362.50	Service call-Beaver Lake siren	118232	Maintenance Operating Exp	Y
3615	Ancom Technical Center Inc	362.50	1 Transactions			
8975	Minnesota Counties Computer Coop					
115	01-281-000-0000-6410	232.80	Adobe - Emergency Mgmt	2311045	Office Supplies	N
8975	Minnesota Counties Computer Coop	232.80	1 Transactions			
140	Mn Safety Council					
39	01-281-000-0000-6199	420.72	Online safety training-driving	3168746	Safety Program	N
140	Mn Safety Council	420.72	1 Transactions			
281	DEPT Total:	1,016.02	Emergency Management	3 Vendors	3 Transactions	
481	DEPT		Public Health Nursing			
1650	American Lung Association					
168	01-481-461-6066-6383	1,457.50	Youth Vaping contract fees-Sep	07	Contract Services	N
1650	American Lung Association	1,457.50	1 Transactions			
10084	Cardinal Health 110 LLC					
174	01-481-464-6061-6480	5,758.69	Vaccines	7336651734	Non-Capitalized Inventory	Y
175	01-481-462-6047-6467	65.78-	Shareback credit	7336953672	Hep B Vaccine	Y
10084	Cardinal Health 110 LLC	5,692.91	2 Transactions			
37025	Innovative Office Solutions LLC					
180	01-481-461-6040-6410	35.20	Folders	4375678	Office Supplies	N
179	01-481-465-6057-6410	17.60	Folders	4375678	Office Supplies	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
37025	Innovative Office Solutions LLC			2 Transactions		
8975	Minnesota Counties Computer Coop					
120	01-481-465-6057-6480	388.00	Adobe - PHN	2311045	Non-Capitalized Inventory	N
8975	Minnesota Counties Computer Coop	388.00		1 Transactions		
4537	Mn Home Care Association					
185	01-481-460-6009-6241	1,324.89	Provider membership dues	300001930	Membership Dues	N
4537	Mn Home Care Association	1,324.89		1 Transactions		
4879	Shred Right					
187	01-481-465-6057-6322	40.00	Shredding service	11713	Service Agreements	Y
4879	Shred Right	40.00		1 Transactions		
83500	Steele County Highway Dept					
198	01-481-460-6009-6540	58.28	Fuel - County car - October 23	2233	Gas & Oil	N
197	01-481-460-6012-6540	49.18	Fuel - County car - October 23	2233	LTC - Gas & Oil	N
194	01-481-461-6025-6540	12.75	Fuel - County car - October 23	2233	Gas & Oil	N
199	01-481-461-6030-6540	1.82	Fuel - County car - October 23	2233	Gas & Oil	N
201	01-481-461-6034-6540	9.10	Fuel - County car - October 23	2233	Gas & Oil	N
196	01-481-461-6059-6540	20.03	Fuel - County car - October 23	2233	Gas & Oil	N
195	01-481-462-6047-6540	21.86	Fuel - County car - October 23	2233	Gas & Oil	N
202	01-481-464-6061-6331	1.82	Fuel - County car - October 23	2233	Mileage Reimbursement	N
200	01-481-465-6057-6331	7.29	Fuel - County car - October 23	2233	Mileage Reimbursement	N
83500	Steele County Highway Dept	182.13		9 Transactions		
481	DEPT Total:	9,138.23	Public Health Nursing	7 Vendors	17 Transactions	
502	DEPT		Steele Co Community Ctr			
8521	From the Ground Up LLC					
16	01-502-000-0000-6380	75.00	Ice control	31891	Grounds Maintenance	Y
8521	From the Ground Up LLC	75.00		1 Transactions		
85167	Stewart Sanitation					
61	01-502-000-0000-6300	36.50	Trash/recycling - Comm Center	814216	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	36.50		1 Transactions		

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
502	DEPT Total:		111.50	Steele Co Community Ctr	2 Vendors	2 Transactions		
521	DEPT			Park And Recreation				
	8251 BRN Lawn & Landscape LLC							
5	01-521-000-0000-6304		160.00	Canoe landing mowings - Oct	2733	Lawn Mowing Contract		Y
6	01-521-000-0000-6304		285.00	Beaver Lake mowings - Oct	2734	Lawn Mowing Contract		Y
	8251 BRN Lawn & Landscape LLC		445.00	2 Transactions				
	26699 Four Seasons Centre							
14	01-521-000-0000-6831		4,860.00	Open ice - October 2023	4602-1	Ice Rental Pymts		N
	26699 Four Seasons Centre		4,860.00	1 Transactions				
	83500 Steele County Highway Dept							
57	01-521-000-0000-6540		109.48	Fuel	2225	Gas & Oil		N
	83500 Steele County Highway Dept		109.48	1 Transactions				
	87305 Thompson Sanitation							
102	01-521-000-0000-6823		221.74	Beaver Lake dumpster	56653	Beaver Lake		N
	87305 Thompson Sanitation		221.74	1 Transactions				
521	DEPT Total:		5,636.22	Park And Recreation	4 Vendors	5 Transactions		
550	DEPT			Four Seasons				
	1960 Amerigas - Owatonna Mn							
1	01-550-000-0000-6258		451.19	Propane for zamboni	805819150	LP Gas		N
	1960 Amerigas - Owatonna Mn		451.19	1 Transactions				
	8681 Mohs Contracting Inc							
40	01-550-000-0000-6480		2,700.00	Exterior wall patch-west rink	3344	Non-Capitalized Inventory		N
	8681 Mohs Contracting Inc		2,700.00	1 Transactions				
	85167 Stewart Sanitation							
63	01-550-000-0000-6254		134.47	Monthly garbage	814446	Garbage Disposal		N
	85167 Stewart Sanitation		134.47	1 Transactions				
	9183 Van Meter Inc							
106	01-550-000-0000-6410		7.10	Light for dehumidifier panel	S013001657.001	Operating Supplies - Contracts		N
107	01-550-000-0000-6410		7.10	Light for dehumidifier panel	S013001657.002	Operating Supplies - Contracts		N

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
9183	Van Meter Inc		14.20	2 Transactions				
550	DEPT Total:		3,299.86	Four Seasons	4 Vendors	5 Transactions		
602	DEPT			Co-Op Extension				
14420	Culligan Inc							
10	01-602-000-0000-6410		41.27	Water cooler rent - November	15396671-10312C	Office Supplies		N
14420	Culligan Inc		41.27	1 Transactions				
8975	Minnesota Counties Computer Coop							
116	01-602-000-0000-6410		77.60	Adobe - Extension	2311045	Office Supplies		N
8975	Minnesota Counties Computer Coop		77.60	1 Transactions				
602	DEPT Total:		118.87	Co-Op Extension	2 Vendors	2 Transactions		
1	Fund Total:		94,428.18	General Revenue Fund		195 Transactions		

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10 Road & Bridge Fund

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No.		Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT				Administration			
	8975	Minnesota Counties Computer Coop						
157		10-301-000-0000-6410		388.00	Adobe - Public Works	2311045	Office Supplies	N
	8975	Minnesota Counties Computer Coop		388.00	1 Transactions			
301	DEPT Total:			388.00	Administration	1 Vendors	1 Transactions	
10	Fund Total:			388.00	Road & Bridge Fund		1 Transactions	

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21 County Ditch Fund

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
632	DEPT		Judicial Ditch 2			
	9826 Cumberland/Reed					
158	21-632-000-0000-6305	300.00	JD2-Remove 4 beavers	November 2023	Construction And Repairs	N
	9826 Cumberland/Reed	300.00	1 Transactions			
632	DEPT Total:	300.00	Judicial Ditch 2	1 Vendors	1 Transactions	
656	DEPT		Public Tile Ditch 9			
	90310 Union Pacific Railroad Co					
159	21-656-000-0000-6305	1,045.00	PTD9 RR ROW repair applic	329772034	Construction And Repairs	N
	90310 Union Pacific Railroad Co	1,045.00	1 Transactions			
656	DEPT Total:	1,045.00	Public Tile Ditch 9	1 Vendors	1 Transactions	
21	Fund Total:	1,345.00	County Ditch Fund		2 Transactions	

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38 Capital Outlay Fund

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
11	DEPT			District Court Admin.				
	9138 ICS Consulting LLC							
162	38-011-000-0000-6600		1,886.23	Courthouse billing thru 10/31	10443	Capital Outlay - District Court		Y
	9138 ICS Consulting LLC		1,886.23	1 Transactions				
11	DEPT Total:		1,886.23	District Court Admin.	1 Vendors	1 Transactions		
201	DEPT			Sheriff				
	6032 APG Media of Southern Minnesota LLC							
160	38-201-000-0000-6600		18.18	Article for Sheriff addn bids	13097-1023 Ad13	Capital Outlay - Sheriff		N
	6032 APG Media of Southern Minnesota LLC		18.18	1 Transactions				
201	DEPT Total:		18.18	Sheriff	1 Vendors	1 Transactions		
251	DEPT			Jail				
	8288 Four Seasons Electric							
161	38-251-000-0000-6600		4,117.55	Install conduit - DC	13121	Capital Outlay - Detention Center		N
	8288 Four Seasons Electric		4,117.55	1 Transactions				
251	DEPT Total:		4,117.55	Jail	1 Vendors	1 Transactions		
38	Fund Total:		6,021.96	Capital Outlay Fund		3 Transactions		

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53 Landfill Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
	35020 Huber Supply Co Inc					
163	53-398-000-0000-6301		320.62 Tank rental	3142799	Equip Repairs	N
	35020 Huber Supply Co Inc		320.62	1 Transactions		
	43300 Krell/Denise K					
164	53-398-000-0000-6331		379.90 Mileage 9/26 - 11/7/23	November 2023	Mileage Reimbursement	N
	43300 Krell/Denise K		379.90	1 Transactions		
	51630 Mike's Repair					
165	53-398-000-0000-6301		106.50 Tire repair	103899	Equip Repairs	Y
	51630 Mike's Repair		106.50	1 Transactions		
	85167 Stewart Sanitation					
166	53-398-000-0000-6544		912.60 Waste treatment plant	814257	Leachate Treatment	N
	85167 Stewart Sanitation		912.60	1 Transactions		
	99500 Ziegler,Inc					
167	53-398-000-0000-6301		1,735.78 Service D6	8559100	Equip Repairs	N
	99500 Ziegler,Inc		1,735.78	1 Transactions		
398	DEPT Total:		3,455.40	Landfill	5 Vendors	5 Transactions
53	Fund Total:		3,455.40	Landfill Fund		5 Transactions
	Final Total:		105,638.54	124 Vendors	206 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	94,428.18	General Revenue Fund	
	10	388.00	Road & Bridge Fund	
	21	1,345.00	County Ditch Fund	
	38	6,021.96	Capital Outlay Fund	
	53	3,455.40	Landfill Fund	
	All Funds	105,638.54	Total	Approved by,
				
				

PERSONNEL REPORT
November 28, 2023 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

New Hires/Promotions/Demotions/Transfers. (Positions previously approved by Board):

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
Ryan Saxton (promotion)	Permit & Maintenance Tech/Highway	B23/2	11/20/23
Jennifer Mueller	Property Tax & Elections Director/PT & E	D61/7	11/27/23
Whitney Farr	Care Coord - Case Manager/Public Health	C42/3	11/27/23

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Adil Lebgue	Correctional Officer	Detention Center	11/24/23

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer	Detention Center	Backfill Lebgue

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer (4)	Det. Center/Sheriff's Office	Recruiting
Road Deputy (3)	Sheriff's Office	Interviewing
Finance Director	Finance	Screening Applicants
Asst. County Attorney I/II/Sr.	County Attorney's Office	Interviewing
Public Health Specialist	Public Health	Recruiting
HR Generalist/Benefits Specialist	Human Resources	Recruiting

Open Positions – In Committee:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Lead Custodian	Facilities & Grounds	On Hold
Office Support Specialist (.5 FTE)	Extension	On Hold For 2023



Steele County Agenda Item

Subject: 2024 Aquatic Invasive Species Prevention Plan

Department: Planning & Zoning

Committee Meeting Date: November 21, 2023

Board Meeting Date: November 28, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends adopting a Resolution approving the 2024 Aquatic Invasive Species Prevention Aid Plan

Staff Recommendation:

Adopt the 2024 Aquatic Invasive Species Prevention Plan.

Background (*Including Budget Impact*):

Each year, Steele County is appropriated money from the State of Minnesota as part of our county program aid to be used “solely to prevent the introduction or limit the spread of aquatic invasive species at all access sites in the county.” The amount of money the county receives is based upon the number of watercraft launches and watercraft trailer parking spaces in the county and we currently receive approximately \$17,032 per year. A requirement of receiving this aid is to annually submit a plan to the State detailing the money will be used.

Attachments:

2024 AIS Resolution

2024 AIS Plan

2024 AIS Prevention Aid

2023 AIS End of Season Inspection Report

County Name	Watercraft Trailer Launches	x \$2,217 per Launch	Watercraft Trailer Parking Spaces	x \$229 per Space	=	Total Aid
Aitkin	65	\$144,124	544	\$124,411		\$268,535
Anoka	25	\$55,432	342	\$78,214		\$133,646
Becker	88	\$195,122	633	\$144,765		\$339,887
Beltrami	47	\$104,213	438	\$100,169		\$204,382
Benton	6	\$13,304	92	\$21,040		\$34,344
Big Stone	16	\$35,477	237	\$54,201		\$89,678
Blue Earth	23	\$50,998	288	\$65,865		\$116,863
Brown	10	\$22,173	127	\$29,045		\$51,218
Carlton	19	\$42,129	124	\$28,358		\$70,487
Carver	29	\$64,302	335	\$76,613		\$140,915
Cass	118	\$261,641	1082	\$247,450		\$509,091
Chippewa	7	\$15,521	79	\$18,067		\$33,588
Chisago	22	\$48,780	372	\$85,075		\$133,855
Clay	4	\$8,869	35	\$8,004		\$16,873
Clearwater	30	\$66,519	183	\$41,852		\$108,371
Cook	47	\$104,213	433	\$99,026		\$203,239
Cottonwood	14	\$31,042	110	\$25,157		\$56,199
Crow Wing	107	\$237,251	1029	\$235,329		\$472,580
Dakota	15	\$33,259	372	\$85,075		\$118,334
Dodge		\$0		\$0		\$0
Douglas	60	\$133,038	535	\$122,353		\$255,391
Faribault	7	\$15,521	62	\$14,179		\$29,700
Fillmore		\$0		\$0		\$0
Freeborn	12	\$26,608	127	\$29,045		\$55,653
Goodhue	8	\$17,738	197	\$45,053		\$62,791
Grant	13	\$28,825	103	\$23,556		\$52,381
Hennepin	49	\$108,647	892	\$203,998		\$312,645
Houston	5	\$11,086	50	\$11,435		\$22,521
Hubbard	69	\$152,993	485	\$110,918		\$263,911
Isanti	18	\$39,911	125	\$28,587		\$68,498
Itasca	192	\$425,721	913	\$208,800		\$634,521
Jackson	21	\$46,563	160	\$36,592		\$83,155
Kanabec	11	\$24,390	103	\$23,556		\$47,946
Kandiyohi	50	\$110,865	587	\$134,245		\$245,110
Kittson	6	\$13,304	56	\$12,807		\$26,111
Koochiching	26	\$57,650	249	\$56,946		\$114,596
Lac Qui Parle	9	\$19,956	92	\$21,040		\$40,996
Lake	37	\$82,040	426	\$97,425		\$179,465
Lake of the Woods	11	\$24,390	148	\$33,847		\$58,237
Le Sueur	27	\$59,867	381	\$87,134		\$147,001
Lincoln	13	\$28,825	151	\$34,533		\$63,358
Lyon	12	\$26,608	121	\$27,672		\$54,280
McLeod	15	\$33,259	181	\$41,394		\$74,653
Mahnomen	8	\$17,738	52	\$11,892		\$29,630
Marshall	4	\$8,869	24	\$5,489		\$14,358
Martin	20	\$44,346	213	\$48,712		\$93,058
Meeker	40	\$88,692	602	\$137,676		\$226,368
Mille Lacs	12	\$26,608	293	\$67,008		\$93,616
Morrison	29	\$64,302	269	\$61,519		\$125,821
Mower	4	\$8,869	14	\$3,202		\$12,071
Murray	23	\$50,998	206	\$47,112		\$98,110

Nicollet	13	\$28,825	176	\$40,251	\$69,076
Nobles	12	\$26,608	105	\$24,013	\$50,621
Norman	3	\$6,652	28	\$6,404	\$13,056
Olmsted	2	\$4,435	29	\$6,632	\$11,067
Otter Tail	115	\$254,989	902	\$206,285	\$461,274
Pennington	6	\$13,304	31	\$7,090	\$20,394
Pine	29	\$64,302	234	\$53,515	\$117,817
Pipestone		\$0		\$0	\$0
Polk	17	\$37,694	120	\$27,444	\$65,138
Pope	19	\$42,129	188	\$42,995	\$85,124
Ramsey	17	\$37,694	256	\$58,546	\$96,240
Red Lake	2	\$4,435	10	\$2,287	\$6,722
Redwood	5	\$11,086	37	\$8,462	\$19,548
Renville	5	\$11,086	32	\$7,318	\$18,404
Rice	18	\$39,911	220	\$50,313	\$90,224
Rock		\$0		\$0	\$0
Roseau	7	\$15,521	164	\$37,506	\$53,027
St. Louis	171	\$379,156	1444	\$330,237	\$709,393
Scott	12	\$26,608	186	\$42,538	\$69,146
Sherburne	17	\$37,694	164	\$37,506	\$75,200
Sibley	11	\$24,390	161	\$36,820	\$61,210
Stearns	53	\$117,517	572	\$130,815	\$248,332
Steele	5	\$11,086	26	\$5,946	\$17,032
Stevens	6	\$13,304	26	\$5,946	\$19,250
Swift	8	\$17,738	67	\$15,323	\$33,061
Todd	38	\$84,257	294	\$67,237	\$151,494
Traverse	6	\$13,304	59	\$13,493	\$26,797
Wabasha	15	\$33,259	307	\$70,210	\$103,469
Wadena	8	\$17,738	65	\$14,865	\$32,603
Waseca	10	\$22,173	107	\$24,471	\$46,644
Washington	24	\$53,215	354	\$80,959	\$134,174
Watonwan	7	\$15,521	71	\$16,237	\$31,758
Wilkin	1	\$2,217	6	\$1,372	\$3,589
Winona	18	\$39,911	215	\$49,170	\$89,081
Wright	61	\$135,255	450	\$102,914	\$238,169
Yellow Medicine	11	\$24,390	85	\$19,439	\$43,829
		\$5,000,000		\$5,000,000	\$10,000,000
	2,255		21,863		
Total Number of Launches		Total Number of Trailer Spaces			

Value of Each
Launch
\$2,217

Value of Each
Space
\$229

STEELE COUNTY RESOLUTION
2024 AQUATIC INVASIVE SPECIES PREVENTION AID PLAN

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated to each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Steele County is allocated to receive \$17,032 in FY 2024, and;

WHEREAS, the legislation requires that Steele County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, and;

WHEREAS, the county may appropriate the proceeds directly, or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and;

WHEREAS, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Steele County, Minnesota, adopts the Steele County 2024 Aquatic Invasive Species Prevention Plan.

Adopted: November 28, 2023

STEELE COUNTY BOARD OF COMMISSIONERS

BY: _____
Chair, Steele County Board of Commissioner

ATTEST:

Steele County Auditor



Steele County Agenda Item

Subject: MPCA County Feedlot Program Delegation Agreement Work Plan

Department: Planning & Zoning

Committee Meeting Date: November 21, 2023

Board Meeting Date: November 28, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee Recommends approving the 2024-2025 MPCA County Feedlot Delegation Agreement Work Plan.

Staff Recommendation:

Approve the 2024-2025 MPCA County Feedlot Delegation Agreement Work Plan.

Background (*Including Budget Impact*):

Steele County administers the MN Feedlot Rules (MN Rule 7020) for feedlots under 1000 animal units thru a delegation agreement with the State of Minnesota. Part of the requirements of this agreement is to develop a biennial work plan detailing how the County will administer and comply with the requirements of these rules. This plan needs to be approved annually and is the bases for our receiving funding from the State of MN. We currently receive approximately \$35,000 annually to administer the State Feedlot Rules.

Attachments:

2024-2025 MPCA County Feedlot Delegation Agreement Work Plan.

Minnesota Pollution Control Agency County Feedlot Program

Delegation Agreement Work Plan

(When completing this document, make sure to fill in the grey boxes and Xs with the specified information.)

Delegation Agreement Years:	2024 – 2025
County:	Steele
County Feedlot Officer (CFO):	Dave Stenzel
If CFO is employed solely by SWCD, list designated County employee who will sign permits/Grant Agreement:	NA
Telephone number(s):	507-444-7488
Email address(es):	david.stenzel@steelecountymn.gov

A. Strategies

Minn. R. ch. 7020.1600, subp. 3a. states a County must develop annual plans and goals in accordance with registration, inspection, compliance and owner assistance responsibilities as well as permit goals, complaint response and staffing levels.

Registration Strategy

See Appendix A for additional clarifying information regarding Registration of feedlots.

- Please indicate the method(s) the County will use to provide a feedlot owner, who does not have an email address, with a registration receipt within 30 days of the county entering the registration information into the online registration service: (Double-click on checkbox and select "checked." Select all that apply.)**
 - ☒ A registration receipt letter or postcard.
 - ☒ An inspection letter that contains confirmation about registration/re-registration.
 - ☒ A permit and/or a permit cover letter that contains confirmation of registration/re-registration.
 - ☐ The County will document the dated 30-day registration receipts, as described below:
- Please indicate how the County will register sites using the online registration service. Select all that apply or provide a narrative if the County is planning to conduct registrations in another manner than those provided below:**
 - ☒ The County will advise feedlot owners to use the online registration service to register new feedlots or update existing feedlot registration information.
 - ☒ The County will request feedlot owners complete and submit a registration data collection sheet. Upon receiving completed registration data collection sheets, the County will enter registration information into the online registration service for feedlot owners.
 - ☒ The County will collect registration information during site inspections and will enter registration information into the online registration service for feedlot owners.
 - ☒ The County will use information provided by feedlot owners on permit application forms and/or Notices of Construction forms and will enter registration information into the online registration service for feedlot owners.

Steele County will advocate for use of option one for feedlot registration / re-registration and will resort to option two for those who need technical assistance.

3. Please describe how the County will address facilities that upon re-registration show an increase in animal units, a change or addition to animal types, or a change or addition to manure storage (i.e., liquid storage not previously included).

If a feedlot has an increase, change, or addition in animal units greater than 10% at the time of re-registration, a phone call will be made to the producer to determine what has changed at the facility. If construction or change in operations has occurred, CFO will determine if an inspection is warranted or what course of action is needed.

4. Please describe the strategy and timeline the County shall follow to address facilities that are not registered/re-registered in the current and/or prior four-year registration cycle. (Select all that apply.)

- ☒ Register/re-register sites throughout the four-year registration cycle.
- ☒ Register/re-register sites early in the fourth year of the registration cycle.
- ☐ Sites required to be registered that do not have a current registration (registered prior to January 1, 2018) will be inspected or contacted to verify animal numbers so registration can be updated.
- ☒ Other (Example: How the county will address multiple AIs/sites that have the same address. Describe below.)

Steele County CFO reviewed the spreadsheet titled “*Delegated County List _Multiple AIs one address*” provided by the MPCA and it was found that there was only one feedlot with this issue, and it is a CAFO. Steele County CFO will continue to monitor this yearly via a data dump from Horizon executed at the beginning of the year.

Inspection Strategy

For assistance with completing this part of the Delegation Agreement Work Plan please see **Appendix A**. A County must have an inspection strategy for the purpose of identifying pollution hazards and determining compliance with discharge standards, rules and permit conditions.

Note: *At least half of the required seven percent inspections need to be “Compliance” inspections. However, stockpile and manure storage area closure inspections conducted on their own do not count towards the County’s minimum seven percent inspection rate.*

Required Inspection Strategies

Strategy	Year 1	Year 2
Conduct compliance inspections at existing sites that have not had an inspection within the last year and have submitted permit applications proposing construction or expansion to ensure that the appropriate permit is issued.	Yes ☒ No ☐	Yes ☒ No ☐

The County’s inspection strategy shall include goals for conducting a **majority** of inspections at high risk/ high priority sites. The strategy may also include goals for low risk/low priority sites. The County may choose from the provided examples and/or write an alternative strategy in the space provided in the below sections.

HIGH RISK/HIGH PRIORITY SITES *(check all that apply):*

- ☒ Sites within shoreland, a Drinking Water Supply Management Area (DWSMA), Watershed Restoration and Protection Strategy (WRAPS), BWSR One Watershed One Plan (1W1P), or other prioritized impaired waters (see Appendix A for 1W1P link). If the whole county is in a 1W1P/WRAP, perhaps prioritize by sub watersheds.
- ☒ Sites that have open lot area(s) without runoff controls.
- ☒ Sites that have never been inspected that fall into the first two checkboxes.
- ☒ Sites that, according to previous inspections, have not been maintaining adequate land application records and/or manure management plans.
- ☒ Sites constructing Manure Storage Areas (MSA) and open lot runoff controls.
- ☐ Conduct phosphorus inspections within a formally designated area such as WRAPS or BWSR 1W1P. *(See Appendix A for BWSR 1W1P link.)*
- ☐ Conduct in-field land application inspections within a formally designated area such as WRAPS or BWSR 1W1P. *(See Appendix A for BWSR 1W1P link.)*
- ☐ Alternative Strategy *(explain alternative strategies below):*

LOW RISK/LOW PRIORITY SITES *(check all that apply):*

- ☐ Sites within a specified size category (i.e., 300-499 AU). *Please explain/describe your inspection strategies in the text box below.*
- ☐ Sites within a watershed, township or other formally designated area.
- ☐ Conduct phosphorus inspections within a specific watershed, township or other formally designated area.
- ☐ Conduct in-field land application inspections within a specific watershed, township or other formally designated area.
- ☐ Conduct phosphorus inspections as part of a compliance inspection.
- ☐ Conduct in-field land application inspections as part of a compliance inspection or at non-NPDES sites >300 AU.
- ☐ Conduct inspections at all sites in the County on a five year or less rotating basis.
- ☒ Conduct inspections at sites required to be registered that have never been inspected.
- ☐ Alternative Strategy *(explain alternative strategies below):*

Inspection Strategies

Inspection Strategy	Inspection Goal Year 1*	Inspection Goal Year 2*
Sites within shoreland, a Drinking Water Supply Management Area (DWSMA), Watershed Restoration and Protection Strategy (WRAPS), BWSR One Watershed One Plan (1W1P), or other prioritized impaired waters.	12	12
Sites constructing Manure Storage Areas (MSA) and open lot runoff controls.	2	2
Total:	14	14

**Enter the number of inspections the County predicts will be completed for each category.*

Note: Numbers entered for in-field land application goals must be quantified by feedlot sites and not individual farm fields.

At least seventy five percent (75%) of inspection data shall be entered into Tempo within 120 days of the inspection. Minimally funded counties may enter data less frequently.

☒ Yes, I agree ☐ No I do not agree (*discuss with MPCA staff*)

Note:

- Counties need to enter data from all feedlot inspections at feedlots required to be registered into Tempo by no later than **February 1** of the year following the end of the program year.
- Counties that enter ninety percent (90%) of inspection data within 60 days of the inspection date will receive four (4) Performance Credits.

Be sure to read and understand Appendix A for required inspection documentation.

Compliance Strategy

1. Please state the various initial method(s) and practice(s) the County will use in response to **compliance inspections** that result in non-compliance: (Blatant violations will be referred to MPCA as soon as possible in accordance with Appendix C.)

- ☒ Include corrective actions with completion deadlines in the inspection results notification letter.
- ☒ Issue a Letter of Warning (LOW) or a Notice of Violation (NOV) that will include corrective actions and deadlines.
- ☒ Issue an interim permit that includes timelines for corrective actions.
- ☐ Other (describe below):

2. Please indicate the various initial method(s) and practice(s) the County will use in response to **land application inspections** that result in non-compliance: (Blatant violations will be referred to MPCA as soon as possible in accordance with Appendix C.)
 - ☒ Address non-compliance at the same time the facility non-compliance is addressed. See above.
 - ☒ Include corrective actions with completion deadlines in the inspection results notification letter.
 - ☒ Issue a LOW or NOV that will include corrective actions and deadlines.
 - ☐ Other (describe below):
3. Notification of inspection results, including corrective action(s) and completion deadlines, shall be sent to feedlot owners. For compliance inspections and/or desktop N & P record reviews the notification of results will be sent to feedlot owners within 30 days of a compliance determination. County intends to follow-up with feedlot owners to evaluate progress.
 - ☒ Yes, I agree ☐ No I do not agree (*discuss with MPCA staff*)
4. Explain how the County will escalate enforcement action when progress is not being made on corrective actions. (**Note:** See Appendix C – MPCA memorandum on CFO referral to MPCA.)

Would begin with issuing a “Letter of Warning” or a “Notice of Violation” for major noncompliance issues. An “Interim Permit” could be issued if there are serious noncompliance issues that are resulting in a pollution hazard. If correspondence is not received in a reasonable timeframe, or progress is not being made on corrective actions, then the CFO will work with the County Attorney and reach out to the MPCA Regional Staff for assistance on enforcement.

Owner Assistance Strategy

1. Please describe the type and number of activities you plan to conduct during the term of this DAWP and how you will track the number of producers reached. (Example: group education events, newsletters, newspaper articles, producer surveys, distribution of manure sample containers, help with MMP writing, social media posts.)

Type: Permit Applications, Feedlot Re-Registration / Change of Ownership, Assisting with Application/Manure Analysis Records, Assisting with MMP’s, County Fair Booth, Informational Flyers.

Number: 3

How Tracked: # of Permit Applications Received / # of Re-Registration / Change of Ownership Completed, # of Application Records Assisted with or Received, # of MMP’s Assisted with or Received /Activity Log / Copy of Flyers.

Counties are pre-approved to conduct publicity based on their Owner Assistance Strategy. Counties need to add “Paid for by a grant from the State of Minnesota” to any originally created Minn. R. ch. 7020 information intended for distribution.

B. Delegated County Minimum Program Requirements (MPRs)

Minn. Stat. § 116.0711, subd. 2. (c) states that 25% of the total appropriation must be awarded according to the terms and conditions of the following MPRs.

Inspection MPRs

A County must inspect seven percent (7%) or more of their State required registered feedlots annually, as determined by the table in Appendix B, to be eligible for the Inspection MPR award. A full compliance inspection, a construction inspection, a desk-top nitrogen and phosphorus record inspection (desktop N & P) or an in-field land application inspection may only count once towards the minimum seven percent inspection rate. A second inspection done at the same site in the same year would be counted towards performance credits. At least half of the seven percent (7%) inspections need to be compliance inspections. The remaining half can be a combination of construction inspections, desk-top nitrogen and phosphorus record inspections or in-field land application inspections. Note that stockpile and manure storage area closure inspections, on their own, do not count towards the minimum seven percent inspection requirement.

Inspection MPRs	Year 1	Year 2
1. Agency-approved number of feedlots required to be registered by the State. <i>(For Year 1, enter the “Feedlots Eligible for Funding” number for your county found in Appendix B. For Year 2, the Agency-approved number of feedlots for each county will be determined by the MPCA around April 1, 2024. Counties will need to determine the number of inspections that need to be conducted to meet their 7% inspection rate based on the number of Agency-approved feedlots at that time.)</i>	[191]	[XXX] The 2025 MPCA approved number of feedlots is to be added by the county in 2024.
2. County–Agency agreed upon inspection rate. <i>(Enter “7%” unless a different inspection rate percentage was negotiated.)</i>	[7%]	[XXX%]
3. County–Agency agreed upon inspection number for the identified time period. <i>(Calculate 7% of the number from item 1. If not a whole number, round up to the nearest 0.5 and enter it here. Example: 12.0 =12.0, 12.1 thru 12.5 = 12.5, 12.6 thru 12.9 = 13.0)</i>	[14]	[XXX] To be added by the county in 2024.

Non-Inspection MPRs

Registration MPRs	YES	NO
1. The County will register and maintain registration data in the Tempo database (Minn. R. ch. 7020.0350, subp. 1 and 7020.1600, subp. 2. C). <i>Instructions for entering registration information into the online registration system are available in Tempo HELP/Feedlot folder/Registration Information folder/ “Online Registration FAQs.docx”</i>	☒	☐
2. The County issues a registration receipt to the feedlot owner within 30 days of entering registration information into the online registration service if the site owner does not have an email address (Minn. R. ch. 7020.0350, subp. 5). <i>A file review should indicate the County has fulfilled the registration receipt requirement as stated in their Delegation Agreement Work Plan Registration Strategy.</i>	☒	☐

Registration MPRs	YES	NO
The County acknowledges the following: a. The MPCA will run a report on or about January 30, 2024 to determine the number of feedlots the County will receive funding for during 2025 and 2026. b. In order for feedlot sites to count for funding purposes for 2025 and 2026 they must: • Have a locked registration in Tempo, • Have a registration Effective Start Date of January 1, 2018 or later; and • Be required to register: 10 or more AU in shoreland areas or 50 or more AU outside shoreland areas.	☒	☐

Inspection MPRs	YES	NO
3. The County maintains a record of all compliance inspection results, including land application inspections, conducted at feedlots required to be registered. At a minimum, counties must maintain on file (electronic or paper) inspection documentation as outlined in Appendix A (Minn. R. ch. 7020.1600, subp. 2.H.). <i>A file review should indicate that the County uses and maintains on file inspection documentation as stated in their Delegation Agreement Work Plan Inspection Strategy.</i>	☒	☐
4. The County enters data from all feedlot inspections at feedlots required to be registered into Tempo no later than February 1 of the year following the end of the program year (Minn. R. ch. 7020.1600, subp. 2.H) and at least seventy five percent (75%) of inspection data shall be entered into Tempo within 120 days of the inspection. Minimally funded counties may enter data less frequently. <i>A Tempo database query should indicate that inspection checklist data was entered into Tempo within required parameters.</i> <i>Instructions for entering an inspection into Tempo are available in Tempo HELP/Feedlot folder/ Inspection Information folder.</i>	☒	☐

Inspection MPRs	YES	NO
The County acknowledges the following: a. For inspections to count toward the required seven percent (7%) inspection rate they must*: • Be at sites that are required to register: 10 or more AU in shoreland areas or 50 or more AU outside shoreland areas; • Have a locked inspection in Tempo; and • Have occurred during the CFO Annual Report reporting year. *If at the time of inspection a site has a current (January 1, 2018 or later) locked registration with animal numbers that require registration (10 or more AU in shoreland or 50 or more AU outside of shoreland), and as a result of the inspection the registration information is updated to animal numbers that no longer require registration, the inspection shall count toward the seven percent (7%) inspection rate. b. Inspections at feedlot sites will not count toward the required seven percent (7%) inspection rate if: • Inspection information is not entered into Tempo, or • Inspections entered into Tempo are not locked.	☒	☐
5. The County's Inspection Strategy has been approved by the agency (Minn. R. ch. 7020.1600, subp. 3a.B(1-2)). <i>The County's CFO Annual Report should indicate the County initiated inspection plans and goals as stated in their Delegation Agreement Work Plan Inspection Strategy.</i>	☒	☐

Compliance MPRs	YES	NO
6. The County will notify the producer, in writing or via email, of the results of any inspection. The notification must include a completed copy of the Minnesota Feedlot Inspection Checklist (wq-f3-45e). (Minn. R. ch. 7020.1600, subp. 3a.B(5)(a)). For compliance and desktop N & P inspections the written or emailed inspection notification shall be within 30 days of a compliance determination. <i>A file review should indicate the County has notified the producer(s) of compliance inspection results. Notification must be in writing or via email.</i>	☒	☐
7. The County will bring feedlot operations into compliance through the implementation of scheduled compliance goals as stated in the County's Delegation Agreement Work Plan Compliance Strategy (Minn. R. ch. 7020.1600, subp. 3a.B(5)). <i>A file review should indicate that the County brought non-compliant feedlots into compliance as stated in their Delegation Agreement Work Plan Compliance Strategy.</i>	☒	☐
8. The County maintains documentation and correspondence for any return to compliance from a documented non-compliance status (Minn. R. ch. 7020.1600, subp. 2.H). <i>When a County records a corrective action in Tempo, the file should contain documentation verifying the corrective action. Tempo should indicate that the audit data screen is correctly filled out for partial or complete upgrades and the Violations screen in Tempo has been updated to reflect the return to compliance.</i>	☒	☐

Permitting MPRs	YES	NO
9. The County will issue permits within the 60/120-day time period according to Minn. Stat. § 15.99 (Minn. R. ch. 7020.0505, subp. 5.C). <i>A file review should indicate that the County date stamps all application components and, if applicable, uses letters to notify producers of incomplete applications. An application component received by the County electronically (via email) does not need a date stamp provided the dated email is saved with the document.</i>	☒	☐
10. The County will make sure all permit applications are complete (Minn. R. ch. 7020.1600, subp. 2.C). <i>A file review should indicate that the County uses the most recent agency-approved permit application checklist and that application information is complete and accurate as verified through the use of the permit application checklist.</i>	☒	☐
11. The County will ensure producer compliance with required notifications (Minn. R. ch. 7020.2000, subp. 4 and subp. 5). <i>Public notifications for new or existing feedlots with a capacity of ≥ 500 AU proposing to construct or expand must include the following information:</i> <i>a. Owner(s) name(s) or legal name of the facility;</i> <i>b. Location of facility - county, township, section, quarter section;</i> <i>c. Species of livestock and total animal units;</i> <i>d. Types of confinement buildings, lots, and areas at the animal feedlot; and</i> <i>e. Types of manure storage areas.</i> <i>Public notification is completed by equal or greater notification of one of the following:</i> <i>a. Newspaper (affidavit in file);</i> <i>b. Delivery by mail or in person; or</i> <i>c. As part of a county/township permitting process (Conditional Use Permit);</i> <i>d. A copy of the newspaper including date of publication;</i> <i>e. A printed copy of the notification from the newspaper website including date of publication.</i>	☒	☐
12. The County will issue the appropriate permit after completion of required notifications (Minn. R. ch. 7020.2000, subp. 4, 5). <i>A file review should indicate that permits have been issued more than twenty (20) business days after public notifications.</i>	☒	☐
13. The County will ensure that manure management plan (MMP) conditions have been met according to Minn. R. ch. 7020.2225, subp. 4.D prior to permit issuance (Minn. R. ch. 7001.0140). <i>A file should contain either a permit with a deadline for MMP submittal or an MMP and a completed MMP review checklist for any interim permit issued for a site >100 AU; an MMP and a completed MMP review checklist for any CSF (construction short form) permit issued for a feedlot where manure is non-transferred over 300 AU; and a completed copy of the document "MMP When Ownership of Manure is Transferred" for a feedlot ≥ 300 AU where manure is transferred. A file review will confirm that a copy of the most recent Agency-approved MMP review checklist is in the permit file and verify that the MMP is complete, accurate and meets feedlot rule requirements as verified through the use of the MMP review checklist.</i>	☒	☐

Permitting MPRs	YES	NO
14. The County will ensure that a producer who submits a permit application that includes a liquid manure storage area (LMSA) meets the requirements in Minn. R. ch. 7020.2100. <i>A file review should indicate that the County uses the most recent Agency-approved LMSA checklist and that LMSA plans and specifications are complete, accurate and meet feedlot rule requirements as verified through the use of the LMSA checklist.</i>	☒	☐
15. The County will ensure that any pollution problem existing at a producer's site will be resolved before the permit is issued or will be addressed by the permit (Minn. R. ch. 7020.0535, subp. 7 and 7001.0140). <i>A file review should indicate the County issues interim permits in appropriate situations and conducts an inspection at existing sites within one year prior to permit issuance.</i>	☒	☐

Complaint Response MPR	YES	NO
16. The County maintains a record of all complaint correspondence. (Minn. R. ch. 7020.1600, subp. 2.H. and subp. 2.J.(6)) <i>The County maintains a complaint log and promptly reports to the MPCA any complaints that represent a possible health threat, a significant environmental impact or indicate a flagrant violation.</i> <i>The complaint log should include:</i> <i>a. Type of complaint;</i> <i>b. Location of complaint;</i> <i>c. Date and time complaint was made;</i> <i>d. Facts and circumstances related to the complaint; and</i> <i>e. A statement describing the resolution of the complaint.</i>	☒	☐

Owner Assistance MPR	YES	NO
17. The County's Owner Assistance Strategy has been approved by the agency. (Minn. R. ch. 7020.1600, subp. 2.J.(5) and subp. 3a.B.(7)) <i>A review should indicate the County initiated their plan as stated in their Delegation Agreement Work Plan Owner Assistance Strategy.</i>	☒	☐

Staffing Level and Training MPR	YES	NO
18. The CFO (and other feedlot staff) attend training necessary to perform the duties of the feedlot program and is consistent with the agency training recommendations. (Minn. R. ch. 7020.1600, subp. 2.K.) <i>The County should complete a minimum of 18 continuing education units (CEUs). Each unit consists of one hour of training related to Minn. R. ch. 7020 competency areas: regulating new construction, conducting inspections and evaluating compliance, handling complaints and reported spills, responding to air quality complaints, resolving identified pollution problems, communicating with farmers and the agricultural community.</i>	☒	☐

Air Quality MPR	YES	NO
19. The County maintains a record of all notifications received from feedlot owners claiming air quality exemptions including the days exempted and the cumulative days used. (Minn. R. ch. 7020.1600, subp. 2.I.) <i>The County should maintain a pumping notification log. The log should include:</i> <i>a. Names of the owners/legal facility name;</i> <i>b. Location of the facility (county, township, section, quarter);</i> <i>c. Facility permit number; and</i> <i>d. Start date and number of days to removal.</i>	☒	☐

Web Reporting Requirement	YES	NO
20. The County maintains an active website listing detailed information on the expenditure of County program grant funds and measurable outcomes as a result of the expenditure of funds. (86th Legislature, MN Session Laws 2009, Chapter 37 – H. F No. 2123, article 1, section 3, subdivision 1) <i>As of July 1 of the current program year, the CFO Annual Report and MPCA Financial Report from the previous program year should be posted on the County's website:</i> https://www.revisor.mn.gov/laws/?year=2009&type=0&doctype=Chapter&id=37	☒	☐

Appendix A

2024-25 Delegation Agreement Work Plan Guidance

This Delegation Agreement Work Plan applies to feedlots that are required to be registered under Minn. R. ch. 7020.

If a Delegated County (County) will not be able to meet their registration, inspection, compliance and/or owner assistance strategies during the year the County needs to communicate this with the MPCA in a timely manner and work with MPCA to determine an acceptable alternative. If a County is unable to achieve the strategies of the Delegation Agreement Work Plan, they risk losing funding. A County that does not meet the minimum seven percent inspection rate may be at risk for losing funding.

1. DATA PRACTICES:

Any data requested that is part of the Tempo warehouse data dump, MPCA's "What's in my Neighborhood" and a submitted permit application and Manure Management Plan is public information. As such the county is not required to immediately notify the MPCA and is does not need to await direction on whether the county can disseminate this data to the public. The county can release this public data because this statement is a blanket approval for the county to do so.

2. REGISTRATION:

a) Producer contact information

- If a feedlot owner provides contact information (phone / email) it needs to be entered. Counties should not enter their own contact information if a feedlot owner has provided contact information.
- If a feedlot owner does not provide contact information an effort should be made by the CFO to gather/obtain feedlot owner contact information (phone/email) before entering registration information so, if possible, the feedlot owner's contact information is entered rather than the contact information of the CFO.
- Entering CFO contact information (phone/email) as part of a feedlot's contact information should only be done as a last resort... meaning that either:
 - The feedlot owner does not have phone/email contact information.
 - The feedlot owner is unwilling to provide contact information.

b) Collected registration information

- If a feedlot owner submits registration information to the county (i.e., Registration Data Collection sheet or permit application) so that the county can enter the registration information into the on-line registration service, the submitted information needs to be retained (attached in Tempo or in county file).

c) Registration receipt

- If a feedlot owner does not provide email contact information and CFO email contact information is entered as contact information for the feedlot, the CFO needs to clearly document receipt of registration back to the feedlot owner. Acceptable forms of documentation include:
 - Dated registration receipt letter;

- Dated inspection letter that indicates registration was updated;
- Dated permit cover letter that indicates registration was updated; or
- The County will document the dated 30-day registration receipts as described in the Registration Strategy above.

d) Register / Update feedlot registration information when permits are issued

- When a feedlot owner submits an application for a feedlot permit or Notice of Construction, the CFO needs to ensure that:
 - New feedlot sites are registered based on the information submitted; and
 - Registration information is updated for existing feedlot sites based on the information submitted.

6. TYPES OF INSPECTIONS

Please refer to the Minnesota Feedlot Inspection Checklist (Checklist) to learn more about a feedlot inspection. All inspections must be documented.

Compliance Inspection is an onsite, full facility inspection during which all parts of the feedlot are inspected. When inspecting a site registered for ≥ 100 AU, the nitrogen section of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE Compliance Inspection* as the Compliance Evaluation Type and load applicable checklist.

Construction Inspection is an onsite inspection completed at a feedlot site that is constructing. A construction inspection typically involves just inspecting the construction activity that is taking place and does not require inspection of other parts of the feedlot. When entering an inspection of this type into Tempo, select *FE Construction Inspection* as the Compliance Evaluation Type and load applicable checklist.

Complaint Inspection is an inspection conducted in response to a complaint. A complaint inspection typically involves just inspecting the portion of the feedlot, land application site, manure stockpile or other areas relating to the complaint and does not require inspection of any other area not directly related to the complaint. When entering an inspection of this type into Tempo, select *FE Complaint Inspection* as the Compliance Evaluation Type.

Stockpile Inspection is an onsite inspection conducted to inspect one or more stockpiles. A stockpile inspection typically involves just inspecting the portion of the feedlot relating to the stockpile(s) and does not require inspection of other parts of the feedlot. The stockpile section(s) of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE Stockpile Inspection* as the Compliance Evaluation Type and load the applicable checklist portions.

Manure Storage Area Closure is an inspection that has been conducted at a facility and the inspector has evaluated the site's compliance with manure storage area closure requirements. If you have received a notification of manure storage area closure and did not inspect the facility, follow the procedure for "How to enter Notification of Manure Storage Area Closure" located here (<file:///pca.state.mn.us/xdrive/Tempo/Feedlot/>).

Note that stockpile and manure storage area closure inspections, on their own, do not count towards the minimum seven percent inspection requirement.

Land Application Inspections

- **Phosphorus Inspection** is an inspection of the phosphorus portion of land application records that is conducted in conjunction with a compliance inspection of a site registered for ≥ 300 AU. The phosphorus section of the Checklist must be filled out for the inspection to be complete. Feedlot owners are required to maintain three (3) years of field records when fields do not have sensitive features and six (6) years when fields do contain sensitive features. **Please see phosphorus inspection guidance found on the MPCA County Feedlot Officers webpage for more information.**
- **Desktop Nitrogen & Phosphorus Record Review** is an inspection of both nitrogen and phosphorus land application records of a site registered for ≥ 300 AU. This is an independent inspection conducted without inspecting other parts of the feedlot. The nitrogen and phosphorus sections of the Checklist must be filled out for the inspection to be complete. This inspection typically would be conducted in the office after requesting and receiving application records but it could also be conducted onsite. When entering an inspection of this type into Tempo, select *FE Desk-top Nitrogen & Phosphorus Record Inspection* as the Compliance Evaluation Type and load the applicable checklist. **NOTE:** When a Desk-top Nitrogen & Phosphorus Record Inspection is conducted, review of the phosphorus portion of the records must be completed in the same manner as described in the Phosphorus inspection above.
- **In-field Land Application Inspection** is an onsite/in-field inspection that focuses on land application practices including but not limited to discharges and setback requirements. The inspection should include a review of the MMP as applicable. The in-field land application inspection section of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE In-field Land Application Inspection* as the Compliance Evaluation Type and load the applicable checklist. In-field land application inspections should focus on fields that have sensitive features present.

A Special Note about Inspections at Facilities Designated as a Large CAFO or Operating Under an NPDES or SDS Permit

County inspections conducted at NPDES/SDS/CAFO sites DO NOT count towards the minimum seven percent (7%) inspection rate. If the inspection was requested of the County by MPCA feedlot program staff the County can add that inspection to the CFO Annual Report to obtain performance credits.

7. INSPECTION DOCUMENTATION

Required

Each compliance inspection must be documented. A Checklist must be used for all compliance inspections as applicable (MPR #3). The results of compliance and land application inspections are to be documented and communicated in writing or via email to the feedlot owner. For compliance inspections and desktop N & P record reviews results are to be communicated to the feedlot owner within 30 days of a compliance determination (MPR #6).

Both the Checklist and the written communication of inspection results to the feedlot owner need to be either in the County's file or uploaded into Tempo.

It is not necessary to document and communicate results to the feedlot owner for a construction or complaint inspection unless compliance issues are discovered as a result of the inspection.

For **Compliance** inspections at feedlot sites with ≥ 300 AU where **manure application records are kept**, documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- A copy or photo of a representative sample of manure application records that were evaluated. Examples include manure and soil sample results, field maps with application rates, MPCA Manure Planner; (This is not tied to an MPR.)
- The County's evaluation of nitrogen rates (i.e., nitrogen rate worksheet). Include documentation used to make a nitrogen determination; and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet), if an optional phosphorus inspection is conducted in conjunction with a compliance inspection.

The County can also include additional items (photos, site map, etc.) as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Compliance** inspections at feedlot sites with 100-299 AU where **manure application records are required to be kept**, documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- The County's evaluation of nitrogen rates (i.e., nitrogen rate worksheet). Include documentation used to make a nitrogen determination; and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet), if an optional phosphorus inspection is conducted in conjunction with a compliance inspection.

The County can also include additional items (photos, site map, etc.) as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Desk-Top N & P** inspections documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- A copy or photo of a representative sample of manure application records that were evaluated; (This is not tied to an MPR.)
- The County's evaluation of the nitrogen rates (i.e., nitrogen rate worksheet); and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet).

The County can also include additional items as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Compliance inspections** at feedlot sites where manure application records are **not** required to be kept (sites with less than 100 AU) and other types of inspections, documentation in the file must include the Checklist, written communication of inspection results to the feedlot owner and at least one of the following suggested pieces of documentation.

Suggested

The following are suggestions for documenting an inspection. This documentation should be either in the County's file or uploaded into Tempo.

- **Compliance Inspection** - aerial photos, maps, camera photos, notes (on non-compliance),

- **Construction Inspection** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, as-built documentation
- **Complaint Inspection** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, land ownership records, nitrogen and phosphorus record review worksheets, manure and/or soil test results
- **Stockpile Inspection** - aerial photos, maps, camera photos, notes, locations of nearby sensitive features requiring setbacks, soil information (slope/depth to seasonal water table/texture).
- **Land Application Inspections** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, land ownership records, nitrogen and phosphorus record review worksheets, manure and/or soil test results
- **Manure Storage Area (MSA) Closure** – either a letter stating that the MSA was closed in accordance with rule requirements and/or photo documenting the closure

For all inspection types except Construction and Complaint:

- Checklist must be used.
- Results must be entered in Tempo.
- A follow-up letter needs to be sent to the feedlot owner. The letter should include Checklist section(s) where non-compliance was identified (or a copy of the entire Checklist) and corrective actions/time frames for addressing non-compliance if applicable. For Compliance and Desk-Top N & P inspections the follow-up letter is to be sent to the producer within 30 days of compliance determination.
- Inspection documentation needs to be in County files or uploaded into Tempo.

For Construction and Complaint inspections:

- Inspection checklist can be used.
- Results must be entered in Tempo.
- Inspection documentation should be in County files or uploaded into Tempo.

HOW THE MINIMUM 7% INSPECTION RATE IS DETERMINED AND CALCULATED

1. A minimum of 7% of sites required to be registered must be inspected before any PCs are earned.
 - Only sites that received a Compliance, Construction, Desktop N&P, or In-field Land Application inspection can be used to satisfy the 7% minimum.
2. The following multipliers are used when using site inspections to satisfy the 7% minimum:
 - Sites that received a Compliance Inspection are counted as one (1.0) inspection.
 - Sites that received a Construction inspection are counted as one (1.0) inspection.
 - Sites that received a Desk-top Nitrogen & Phosphorus Record inspection are counted as one (1.0) inspection.
 - Sites that received an In-field Land Application inspection are counted as one half (0.5) of an inspection.

HOW PERFORMANCE CREDITS (PCs) ARE CALCULATED

3. Counties must meet or exceed 85% of the Minimum Program Requirements (MPRs) and the 7% minimum site inspection rate to be eligible to receive PCs.
4. At least half of the site inspections used to satisfy the 7% minimum need to be **Compliance** inspections. The remaining half can be a combination of inspection types including Compliance, Construction, Desktop Nitrogen & Phosphorus Record Inspection, or In-field Land Application.

5. PCs are not earned for inspections that satisfy the 7% minimum.
6. Inspections are applied to the 7% minimum in the following order:
 1. Compliance
 2. Construction
 3. Desktop Nitrogen & Phosphorus
 4. In-field Land Application
7. PCs are awarded for any inspection(s) not used to satisfy the 7% minimum based on the PC multipliers in the CFO Annual Report.

EXAMPLES

A county has 100 feedlots required to be registered. A minimum 7% inspection rate means a minimum of seven (7) feedlot sites need to be inspected and at least three and a half (3.5) of these inspections need to be Compliance inspections.

1. If the county inspects eight feedlot sites (8 Compliance inspections), they would receive 3 PCs for the extra Compliance inspection.
2. If the county inspects eight feedlot sites (7 Compliance and 1 Construction), they would receive 2 PCs for the extra Construction inspection.
3. If the county inspects nine feedlot sites (3 Compliance and 6 Construction), they would receive 0 PC. Only three Compliance inspections were done and that is not at least half (3.5) of the required 7% (7).
4. If the county inspects 13 feedlot sites (4 Compliance, 2 Construction, 1 Desk-top Nitrogen & Phosphorus and 6 In-field Land Application), they would receive 6 PCs.
 - 4 Compliance, 2 Construction, and 1 Desktop N&P inspections satisfy the 7%.
 - What's left goes towards PCs: 6 In-field Land Application x 1 = 6 PCs.
5. If the county inspects 18 feedlot sites (8 Compliance, 2 Construction, 1 Desk-top Nitrogen & Phosphorus and 7 In-field Land Application), they would receive 17 PCs.
 - The first 7 Compliance inspections go towards the 7%.
 - What's left goes towards PCs: one Compliance x 3 = 3 + two Construction x 2 = 4 + one Desktop N&P x 3 = 3 + seven In-field Land Application x 1 = 7 for a total of 17 PCs (3 + 4 + 3 + 7).
6. If the county inspects 15 feedlot sites (4 Compliance, 1 Construction, and 10 In-field Land Application), they would receive 6 PCs.
 - Four Compliance, one Construction, and four In-field Land Application inspections go towards the 7% ($4 + 1 + \{4 \times 0.5=2\} = 7$).
 - What's left goes towards PCs: six In-field Land Application x 1 = 6 PCs.

HOW INSPECTIONS COUNT TOWARDS THE MINIMUM SEVEN PERCENT (7%) INSPECTION RATE

Compliance and construction Inspections count toward the minimum 7% inspection rate, each as one (1) inspection.

Desktop Nitrogen & Phosphorus Record Review (conducted independent of a compliance inspection) at a feedlot site ≥ 300 AU counts as one (1) inspection. Credit will be given only if there are records available and if those records are sufficient to meet the nitrogen record requirement first and then the phosphorus record requirement second. Therefore, looking at both nitrogen and phosphorus records during a desk-top nitrogen and phosphorus inspection counts as one (1) inspection.

In-field Land Application Inspection at a feedlot site that is required to be registered or at a feedlot site that receives manure from a site required to be registered counts as one half (0.5) an inspection.

In order for the in-field land application inspection to count towards the minimum 7% inspection rate, the feedlot that is the source of the manure should not be considered a large CAFO or operating under an NPDES or SDS permit.

It is important to note that only one inspection can be counted toward the minimum 7% inspection rate for any given feedlot site during the program year. For example, if a County completes a compliance inspection and an in-field land application inspection at the same feedlot site during the same program year, the in-field land application inspection cannot be counted towards the minimum 7% inspection rate. However, any additional inspections completed for the same feedlot site during the same program year may count towards performance credits.

If **at the time of inspection**, a site has a current (January 1, 2022 or later) locked registration with animal numbers that require registration (10 or more AU in shoreland or 50 or more AU outside of shoreland) and as a result of the inspection the registration information is updated to animal numbers that no longer require registration, the inspection shall count toward the 7% inspection rate.

8. INSPECTION STRATEGY

As part of developing a realistic inspection strategy the County needs to consider all of their strategies (compliance and land application) and the time commitment required. The County should not design their inspection goals to simply meet the minimum 7% inspection rate. Rather, the County is urged to set inspection goals according to their inspection needs such as feedlots that have never been inspected. The County needs to be realistic with their inspection strategy because they will be required to initiate and work towards these strategy goals (MPR #5).

Recommended Approach for Developing an Inspection Strategy

Step 1. The first step is to calculate the number of feedlots the County intends to inspect annually. The County needs to set a goal of inspecting at least 7% of the total number of feedlots required to be registered in the County. Given this formula, a County with 300 feedlots would need to conduct 21 compliance inspections or a combination of 21 compliance/construction/desk-top nitrogen and phosphorus record/in-field land application inspections annually. One in-field land application inspection counts as one half (0.5) inspection towards the minimum 7% inspection rate.

Step 2. The second step is to decide how many inspections the County can conduct in each of the high risk/low risk categories over the next two years. Counties are encouraged to inspect sites in the BWSR One Watershed One Plan (see link below). Remember that inspections require follow-up and possible enforcement for non-compliant sites. Follow-up calls, letters, assistance and enforcement do not count towards the minimum 7% inspection rate.

9. BWSR ONE WATERSHED ONE PLAN (1W1P): <http://bwsr.state.mn.us/planning/1W1P/index.html>

APPENDIX B

2024 County Program Base Grant Award Feedlot Number

Delegated County	Feedlots Eligible for Funding	Part B. Base Grant Award	County Match Requirement	Part C. MPR Award	Total Award
Big Stone	49	\$6,385.48	\$6,385.48	\$2,718.03	\$9,103.51
Blue Earth	342	\$44,568.07	\$44,568.07	\$18,970.74	\$63,538.81
Brown	304	\$39,616.06	\$39,616.06	\$16,862.88	\$56,478.94
Carver	174	\$22,674.98	\$22,674.98	\$9,651.78	\$32,326.76
Clay	77	\$10,034.33	\$10,034.33	\$4,271.19	\$14,305.52
Cottonwood	170	\$22,153.72	\$22,153.72	\$9,429.90	\$31,583.62
Douglas	247	\$32,188.05	\$32,188.05	\$13,701.09	\$45,889.14
Faribault	266	\$34,664.06	\$34,664.06	\$14,755.02	\$49,419.08
Fillmore	568	\$74,019.49	\$74,019.49	\$31,506.96	\$105,526.45
Freeborn	225	\$29,321.10	\$29,321.10	\$12,480.75	\$41,801.85
Goodhue	428	\$55,775.25	\$55,775.25	\$23,741.16	\$79,516.41
Houston	295	\$38,443.22	\$38,443.22	\$16,363.65	\$54,806.87
Jackson	284	\$37,009.74	\$37,009.74	\$15,753.48	\$52,763.22
Kandiyohi	308	\$40,137.33	\$40,137.33	\$17,084.76	\$57,222.09
Kittson	15	\$7,500.00	\$7,500.00		\$7,500.00
Lac qui Parle	168	\$21,893.09	\$21,893.09	\$9,318.96	\$31,212.05
Lake of the Woods	20	\$7,500.00	\$7,500.00		\$7,500.00
Le Sueur	147	\$19,156.45	\$19,156.45	\$8,154.09	\$27,310.54
Lincoln	384	\$50,041.34	\$50,041.34	\$21,300.48	\$71,341.82
Lyon	286	\$37,270.38	\$37,270.38	\$15,864.42	\$53,134.80
Marshall	48	\$6,255.17	\$6,255.17	\$2,662.56	\$8,917.73
Martin	502	\$65,418.63	\$65,418.63	\$27,845.94	\$93,264.57
McLeod	233	\$30,363.63	\$30,363.63	\$12,924.51	\$43,288.14
Meeker	271	\$35,315.64	\$35,315.64	\$15,032.37	\$50,348.01
Morrison	531	\$69,197.80	\$69,197.80	\$29,454.57	\$98,652.37
Mower	291	\$37,921.96	\$37,921.96	\$16,141.77	\$54,063.73
Murray	435	\$56,687.46	\$56,687.46	\$24,129.45	\$80,816.91
Nicollet	281	\$36,618.80	\$36,618.80	\$15,587.07	\$52,205.87
Nobles	457	\$59,554.41	\$59,554.41	\$25,349.79	\$84,904.20
Norman	45	\$5,864.22	\$5,864.22	\$2,496.15	\$8,360.37
Pennington	32	\$7,500.00	\$7,500.00		\$7,500.00
Pipestone	420	\$54,732.72	\$54,732.72	\$23,297.40	\$78,030.12
Polk	47	\$6,124.85	\$6,124.85	\$2,607.09	\$8,731.94
Pope	119	\$15,507.60	\$15,507.60	\$6,600.93	\$22,108.53
Red Lake	31	\$7,500.00	\$7,500.00		\$7,500.00
Renville	271	\$35,315.64	\$35,315.64	\$15,032.37	\$50,348.01
Rice	221	\$28,799.84	\$28,799.84	\$12,258.87	\$41,058.71
Rock	539	\$70,240.32	\$70,240.32	\$29,898.33	\$100,138.65
Stearns	1370	\$178,532.92	\$178,532.92	\$75,993.90	\$254,526.82
Steele	191	\$24,890.36	\$24,890.36	\$10,594.77	\$35,485.13
Stevens	108	\$14,074.13	\$14,074.13	\$5,990.76	\$20,064.89
Swift	137	\$17,853.29	\$17,853.29	\$7,599.39	\$25,452.68
Todd	702	\$91,481.83	\$91,481.83	\$38,939.94	\$130,421.77
Traverse	35	\$7,500.00	\$7,500.00		\$7,500.00
Wadena	71	\$9,252.44	\$9,252.44	\$3,938.37	\$13,190.81
Waseca	232	\$30,233.31	\$30,233.31	\$12,869.04	\$43,102.35
Watonswan	170	\$22,153.72	\$22,153.72	\$9,429.90	\$31,583.62
Winona	477	\$62,160.73	\$62,160.73	\$26,459.19	\$88,619.92
Wright	222	\$28,930.15	\$28,930.15	\$12,314.34	\$41,244.49
Yellow Medicine	223	\$29,060.47	\$29,060.47	\$12,369.81	\$41,430.28
Total	13,469	\$1,775,394.18	\$1,775,394.18	\$739,747.92	\$2,515,142.10

APPENDIX C

CFO referral of enforcement to MPCA

Policy memo: Referral of enforcement cases from delegated counties to MPCA

DATE : June 21, 2006 (updated June 1, 2021)
TO : MPCA and County Feedlot Staff
FROM : Randall G. Hukriede, Feedlot Program Manager
PHONE : 320-295-2227

Goal: To provide criteria to promote statewide consistency regarding acceptance of feedlot enforcement referrals from delegated counties to the Minnesota Pollution Control Agency (MPCA) where there is a persistent failure by a feedlot owner to correct pollution hazards. Referral of cases from the delegated counties to the MPCA should be done infrequently and only for very serious cases. This memo does not apply to situations where a county feedlot officer (CFO) discovers a blatant violation (e.g., acute discharging, pumping, piping, dumping manure to waters of the state). These situations should be referred to the MPCA immediately.

Situations where referrals may be accepted:

- Conflict of interest between producer and county/CFO;
- Serious environmental harm/potential for harm;
- Pollution problems and/or investigations involving multiple counties; and
- Other cases as determined appropriate by the MPCA.

Requirements for the county before cases are referred:

- County must have issued a Notice of Violation (NOV);
- County must have tried to refer the case to its county attorney if its previous enforcement action was not successful in resolving the case;
- County must send a letter to the MPCA describing what it has done to resolve the case and why it wants to refer the case to the MPCA; and
- County must agree to continue to work with the MPCA as needed to resolve the case.

Requirements for the MPCA:

- Incorporate enforcement requirements by reference into county workplans and delegation agreements.
- Staff meet with supervisor and compliance coordinator to approve acceptance of the referral.
- Continue to conduct enforcement training for CFOs and/or county attorney as needed.
- Maintain a NOV and Letter of Warning to be used by counties.



Steele County Agenda Item

Subject: Contract with Soil & Water for Ditch Inspector Duties

Department: Auditor's Office

Committee Meeting Date: November 21, 2023

Board Meeting Date: November 28, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve the Contract for Ditch Inspector Services for 2024 with the Soil & Water Conservation District

Recommendation:

Approve the Contract for Ditch Inspector Services for 2024 with the Soil & Water Conservation District

Background (*Including Budget Impact*):

The county has a contract with Soil & Water Conservation District for Ditch Inspector duties for five years and would like to continue this agreement for another year. The Ditch Inspectors are responsible for answering calls from landowners, inspecting the ditch systems and making necessary repairs.

The Ditch Inspectors have made no changes to the Agreement other than extending the dates to 2024.

Attachments:

Agreement

STEELE COUNTY CONTRACTED SERVICES - DITCH INSPECTOR

The County of Steele, acting as Drainage Authority, 630 Florence Ave Owatonna, MN hereinafter referred to as the Drainage Authority, and Steele County Soil and Water Conservation District, hereinafter referred to as the “Ditch Inspector”, enter into the Agreement for the period January 1, 2024 until December 31, 2024.

I. Scope of Services

The Drainage Authority agrees to appoint a drainage inspector, pursuant to Minnesota Statutes 103E.065, and the Ditch Inspector agrees to furnish services described as follows:

- Receive and respond to issues or problems regarding the county’s 31 agricultural drainage systems including 11 Judicial, 13 County, and 7 Public Tile Ditches.
- Take calls; answer questions and provide advice to landowners.
- Visit sites and inspect ditches to determine or confirm issues.
- Coordinate other vendors to perform work if needed.
- Interpret maps, engineering data, and statutes to determine work guidance, project specifications and financial responsibilities.
- Work with the Soil and Water Conservation District, Army Corp of Engineers, state departments and County officials regarding issues when appropriate.
- Coordinate vendors to resolve ditch issues within the policies and spending thresholds as established by the Drainage Authority.
- Monitor vendor performance and authorize payment accordingly.
- Facilitate meetings with landowners to resolve ditch maintenance issues affecting larger projects.
- Work closely with landowners when a ditch problem affects multiple landowners.
- Make County Board presentations concerning work that has been completed, status of on-going projects and future work plans.
- Report directly to the Auditor.

The Ditch Inspector agrees to maintain books, records, documents, and other evidence, which sufficiently reflect services, provided through this Agreement. These books, records and documents, and other information relevant to the Agreement, shall be subject at all reasonable times to inspection, review or audit on site by personnel of the County, personnel authorized by the County, and either the Legislative Auditor or the State Auditor as appropriate. In addition, all data collected, created, received, maintained or disseminated by the Ditch Inspector pursuant to this agreement is governed by the Minnesota Government Data Practices Act, pursuant to Minn. Stat. §13.05, Subd. 11. The Ditch Inspector agrees to maintain records under this Agreement. The Ditch Inspector shall have the authority to spend up to \$10,000 per ditch per year on any ditch project. For projects greater than \$10,000, the Ditch Inspector will obtain approval from the Drainage Authority prior to work commencing. The Drainage Authority shall remain the decision maker for all ditch policy and the Ditch Inspector shall serve to carry out the ditch related duties identified in this agreement.

The Drainage Authority may duplicate, use and disclose in any manner consistent with the provisions of the Data Privacy Clause in this Agreement, and have others do so, all data delivered under this Agreement.

The Drainage Authority may evaluate the performance of the Ditch Inspector in regard to the provisions of this Agreement at any time. The Drainage Authority reserves the right to authorize independent evaluations under this paragraph.

II. Payment

The Ditch Inspector agrees to perform the described services at the rate of \$47 per hour for a total amount not to exceed \$25,000.00 annually for the term of this Agreement. Also included in this rate are all transportation costs necessary to carry out the responsibilities of this contract. Fractional amounts shall be billed in fifteen-minute increments. Payment is contingent on submission of the following information: dates of service, amount of time worked on each date, and the description of activities by specific county ditch. Other reasonable reimbursable expenses excluding mileage, shall be billed in the same manner.

The Ditch Inspector shall submit an invoice for services purchased on a form acceptable to the Drainage Authority on a quarterly basis. Bills will be submitted within sixty (60) days of the last day of each quarter. Except as provided below, the Drainage Authority shall make payment to the Ditch Inspector within thirty (30) days of the date on which the invoice is received. The Drainage Authority has the absolute right to refuse to make payment on invoices received or postmarked more than ninety (90) days after the last date the invoiced services were performed.

III. Indemnity and Insurance

The Ditch Inspector agrees to defend and indemnify the Drainage Authority, its officials, employees and agents from any and all liability, loss or damage they may suffer as a result of claims, demands, judgments or costs, including reasonable attorney's fees, arising out of or related to Ditch Inspector's performance of this Agreement. Ditch Inspector agrees to provide certification of liability insurance meeting, at minimum, the liability caps provided by Minn. Stat. §466.04 and workers compensation insurance.

IV. Independent Ditch Inspector Status

Ditch Inspector is an independent Ditch Inspector and nothing herein contained shall be construed to create the relationship of employer and employee between Drainage Authority and Ditch Inspector. Ditch Inspector shall at all times be free to exercise initiative, judgment and discretion as to how best to perform or provide services. Ditch Inspector acknowledges and agrees that Ditch Inspector is not entitled to receive any of the benefits received by Drainage Authority's employees and is not eligible for Worker's or Unemployment Benefits. Ditch Inspector also acknowledges and agrees that no withholdings or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due Ditch Inspector and that it is the Ditch Inspector's sole obligation to comply with the applicable provisions of all federal and state tax laws.

VI. Modification of Agreement

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, signed by authorized representatives of the Drainage Authority and the Ditch Inspector, and attached to the original of this Agreement.

VII. Default

1. Unless the Ditch Inspector's default is excused under the provisions of this Agreement, the Ditch Inspector, after receipt of notice by the Drainage Authority of any circumstances warranting cancellation of this Agreement, shall have ten (10) days (or such longer period as the Drainage Authority may authorize in writing) after receipt of notice from the Drainage Authority to cure the specified failure.

2. If the Ditch Inspector fails to remedy the specified condition after notice within the prescribed period of time, then the Drainage Authority may upon written notice immediately cancel the whole or any part of this Agreement.
3. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be construed to be modification of the terms of authorized representative of the Drainage Authority and attached to the original Agreement.
4. The rights and remedies of the Drainage Authority provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

VIII. Cancellation and Finalization

1. This Agreement or portion thereof may be cancelled by either party at any time, with or without cause, upon thirty (30) days written notice, delivered by mail or in person.
2. After receipt of a notice of cancellation, and except as otherwise directed, the Ditch Inspector shall:
 - a) Discontinue provision of Purchased Services under this Agreement on the date, and to the extent specified, in the notice of cancellation.
 - b) Cancel all orders to the extent that they relate to the performance of Purchased Services cancelled by the notice of cancellation.
 - c) Complete performance of such Purchased Services as shall not have been cancelled by the notice of cancellation.
 - d) Submit a revenue and expense statement for the performance of Purchased Services prior to the effective date of cancellation within thirty (30) days of said date.
 - e) Maintain all records relating to performance of the cancelled portion of the Agreement as may be required by the Drainage Authority.

IX. Merger

It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Ditch Inspector and the County relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

IN WITNESS WHEREOF, the Drainage Authority and the Ditch Inspector have executed this Agreement, this ____ day of _____ 2023.

STEELE COUNTY

DITCH INSPECTOR

BY _____
Chair, Steele County Board of Commissioners

BY _____

Title: _____

DATE _____

DATE _____

BY _____
Scott Golberg, Steele County Administrator

BY _____
Eric Gulbransen, Steele SWCD Manager

DATE _____

DATE _____



Steele County Agenda Item

Subject: GIS Enterprise Software Agreement

Department: GIS

Committee Meeting Date: 11/21/2023

Board Meeting Date: November 28, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving the GIS Enterprise Software Renewal Agreement and authorize the GIS Coordinator to sign.

Recommendation:

Approve the new Esri Enterprise agreement for GIS software licensing and authorize GIS Coordinator to sign the new contract.

Background (*Including Budget Impact*):

Steele County's current 3 year Esri enterprise licensing agreement expires 1/24/2024. A new 3 year contract is attached for approval. Esri software cost have been included in the 2024 Recorder's Compliance Fund budget.

Attachments:

ESRI Quotation # 491083



July 19, 2023

Mr. Nicholas Flatgard
County of Steele
630 Florence Ave
Owatonna, MN 55060-4704

Dear Nicholas,

The Esri Small Municipal and County Government Enterprise Agreement (SGEA) is a three-year agreement that will grant your organization access to Esri term license software. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply Geographic Information System (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an Enterprise Agreement (EA).

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.
- Esri software and updates that the organization is licensed to use will be automatically available for downloading.
- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Municipal and County Government EA terms and conditions.

- Licenses are valid for the term of the EA.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have.

To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order:

"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL MUNICIPAL AND COUNTY GOVERNMENT EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."

Have it signed by an authorized representative of the organization.

2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri
Attn: Customer Service SG-EA
380 New York Street
Redlands, CA 92373-8100

e-mail: service@esri.com
fax documents to: 909-307-3083

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,

Angie Bramer



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

Quotation # Q-491083

Date: July 19, 2023

Customer # 281247 Contract # ENTERPRISE AGREEMENT

County of Steele
GIS Dept
630 Florence Ave
Owatonna, MN 55060-4704

ATTENTION: Nicholas Flatgard
PHONE: (507) 444-7489
EMAIL: nicholas.flatgard@co.steele.mn.us

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 7/19/2023 To: 10/17/2023

Material	Qty	Term	Unit Price	Total
168178	1	Year 1	\$40,900.00	\$40,900.00
Populations of 25,001 to 50,000 Small Government Enterprise Agreement Annual Subscription				
168178	1	Year 2	\$40,900.00	\$40,900.00
Populations of 25,001 to 50,000 Small Government Enterprise Agreement Annual Subscription				
168178	1	Year 3	\$40,900.00	\$40,900.00
Populations of 25,001 to 50,000 Small Government Enterprise Agreement Annual Subscription				
Subtotal:				\$122,700.00
Sales Tax:				\$0.00
Estimated Shipping and Handling (2 Day Delivery):				\$0.00
Contract Price Adjust:				\$0.00
Total:				\$122,700.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Angie Bramer	Email: abramer@esri.com	Phone: (909) 793-2853 x8378
The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.		

80 of 90

Esri Use Only:

Cust. Name _____
 Cust. # _____
 PO # _____
 Esri Agreement # _____



SMALL ENTERPRISE AGREEMENT COUNTY AND MUNICIPALITY GOVERNMENT (E214-2)

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

Table A
List of Products

Uncapped Quantities**Desktop Software and Extensions (Single Use)**

ArcGIS Desktop Advanced
 ArcGIS Desktop Standard
 ArcGIS Desktop Basic
 ArcGIS Desktop Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
 ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS
 Schematics, ArcGIS Workflow Manager, ArcGIS Data
 Reviewer

Enterprise Software and Extensions

ArcGIS Enterprise (Advanced and Standard)
 ArcGIS Monitor
 ArcGIS Enterprise Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
 ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS
 Workflow Manager, ArcGIS Data Reviewer

Enterprise Additional Capability Servers

ArcGIS Image Server

Developer Tools

ArcGIS Runtime Standard
 ArcGIS Runtime Analysis Extension

Limited Quantities

One (1) Professional subscription to ArcGIS Developer
 Two (2) ArcGIS CityEngine Single Use Licenses
 100 ArcGIS Online Viewers
 100 ArcGIS Online Creators
 17,500 ArcGIS Online Service Credits
 100 ArcGIS Enterprise Creators
 3 ArcGIS Insights in ArcGIS Enterprise
 3 ArcGIS Insights in ArcGIS Online
 10 ArcGIS Location Sharing for ArcGIS Enterprise
 10 ArcGIS Location Sharing for ArcGIS Online
 3 ArcGIS Parcel Fabric User Type Extensions (Enterprise)
 3 ArcGIS Utility Network User Type Extensions (Enterprise)
 3 ArcGIS Trace Network User Type Extensions (Enterprise)

OTHER BENEFITS

Number of Esri User Conference registrations provided annually	3
Number of Tier 1 Help Desk individuals authorized to call Esri	3
Maximum number of sets of backup media, if requested*	2
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

*Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.

- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
- b. The following information will be included in each Ordering Document:
 - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.



Steele County Agenda Item

Subject: Adopt Resolution Approving the 2024-2028 Highway Capital Improvement Plan and Amending the Use of the Transportation Sales Tax

Department: Highway

Committee Meeting Date: November 9, 2023

Board Meeting Date: November 28, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for approval.

Recommendation:

Adopt Resolution Approving the 2024-2028 Highway Capital Improvement Plan (CIP) and amending the use of the transportation sales tax.

Background (*Including Budget Impact*):

The County Board held a public hearing for the draft 2024-2028 Highway Capital Improvement Plan (CIP) at 5:15 pm on Tuesday, November 14, 2023. The Plan proposes additional projects to be funded by the transportation sales tax. At the Public Hearing six members of the public spoke regarding the East Side Corridor, aka 29th Avenue. An additional seven e-mails were received by the County Administrator and read into the record. Most comments were from homeowners in the North County Addition who are concerned about the location of the proposed roadway being so close to their homes. There were no comments about the plan as a whole.

While the Highway CIP identifies funding sources for each project, the resolution provides for the use of the transportation sales tax on any of the projects. This allows greater funding flexibility in the event some projects come in higher than expected.

Hard copies of the 2024-2028 Highway Capital Improvement Plan have been provided to the Board members and the plan is available on the Highway department's website at this link: [2024-2028 Highway Capital Improvement Plan](#)

Attachments:

Resolution

**RESOLUTION APPROVING THE 2024 – 2028 HIGHWAY CAPITAL IMPROVEMENT
PLAN AND AMENDING THE USE OF THE TRANSPORTATION SALES TAX**

WHEREAS, the Steele County Board of Commissioners annually reviews and updates its 5-year Highway Capital Improvement Plan and funding sources; and

WHEREAS, on December 16, 2014 the Steele County Board of Commissioners authorized and imposed a ½% transportation sales tax as provided for in Minnesota Statutes 297A.993, commencing April 1, 2015 to fund road and drainage improvements as identified in the Steele County 2015-2025 Transportation Capital Improvement Plan dated November 25, 2014; and

WHEREAS, the 2019 Minnesota Legislature clarified, in section 297A.993, subd. 2, the process for a county to dedicate the proceeds of the tax to additional projects, and the purpose of this resolution is to conform to said process for proposed transportation sales tax projects; and

WHEREAS, the Steele County Board held a public hearing on November 14, 2023 regarding the 2024 - 2028 Highway Capital Improvement Plan and the use of the transportation sales tax.

NOW THEREFORE, BE IT RESOLVED that the proposed 2024-2028 Highway Capital Improvement Plan is approved and adopted.

BE IT FURTHER RESOLVED that the proceeds of the transportation sales tax are additionally dedicated exclusively to the payment of the capital costs of any and all projects within the Steele County 2024-2028 Highway Capital Improvement Plan.

STEELE COUNTY
BOARD OF COMMISSIONERS

Greg Krueger, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 28th day of November 2023, as shown by the minutes of said meeting in my possession.

Steele County Auditor



Steele County Agenda Item

Subject: 2024 FTE Requests

Department: Administrator's Office

Work Session Dates: Several

Board Meeting Date: November 28, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☐ No

Recommendation:

Make a determination on the 2024 FTE requests

Background (*Including Budget Impact*):

Three FTE positions have been requested for 2024:

- Community Corrections - 0.75 FTE* 105,189 0.0%
- Geographic Information Systems (GIS) - 0.75 FTE 55,839 0.2%
- Human Resources - 0.50 FTE 45,668 0.2%

*Removing FTE request would not impact tax levy since the personnel service reduction would be allocated for CCA building construction.

Attachments:

The list of these committees needing alternates is attached.



STEELE COUNTY
LAND USE & RECORDS COMMITTEE MINUTES
Steele County Administration Building – 630 Florence - Owatonna, MN 55060

Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.

Tuesday, November 21, 2023 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Gnemi, Commissioner Krueger, Planning & Zoning Director Dale Oolman, County Assessor Tom Reineke, County Recorder Rick Kvien, GIS Coordinator Nick Flatgard, Assessor Brian Anderson, IT Director Dave Purscell, and Administrator Scott Golberg.

Consent:

1. Committee recommends adopting a Resolution approving the 2024 Aquatic Invasive Species Prevention Aid Plan.
2. Committee recommends approving the 2024-2025 MPCA County Feedlot Program Delegation Agreement Work Plan.
3. Committee recommends approving the Contract for Ditch Inspector Services for 2024 with the Soil & Water Conservation District and authorizes the Chair to sign.
4. Committee recommends approving the GIS Enterprise Software Renewal Agreement and authorize the GIS Coordinator to sign.

Information:

Property Tax and Value Change: T-n-T went out earlier this year than previous years. There are some unhappy taxpayers. 30% increase on average for Ag land. Other Counties are similar.

Department Head Reports

Recorder: Working on scanning drainage ditch documents for the Auditors office. They were down in recordings at the beginning of the year and had time to help. Recordings have now picked up. Worked with Eric on how the ditch files should be scanned and they are filed by date and ditch ID. Finishing up a project with the Highway: old right-of-way's are being recorded. Passports are picking up. Marriages at about 50 per year.

GIS: Land splits are coming in. Mineral Springs Estate by the water park was discussed.

Planning & Zoning: The new office renovations of the P & Z department are very helpful when servicing people as they are not allowed to enter their offices directly and can be assisted at the window.

Administration: Property Tax and Election Director is starting next week. Laura Ihrke is back to assist in the training of the new director. Scott's last day is April 12, 2024. They have 6 candidates Finance Director. Cathy is still under contract. Madison will be out starting the end of the year.

IT: Carbon Black renewal was expensive. IT looked at alternatives and the State came with a grant subsidize solution which it a 24/7 service called Crowdstrike. Refresh continuing.